

Building Division

Residential Interior Alteration/Renovation

Permit Application Guide



Description

A building permit for an interior alteration or renovation to a small residential building, single detached dwelling, semi-detached dwelling or a townhouse.

General Information

A building permit is required to add or remove any structural component(s) of a building. A permit is also required to install new or repair existing plumbing in a building or part thereof, change the fuel source of a fireplace from gas-fired to solid burning (wood) or to change the use and/or classification of a building or dwelling.

Additional Requirements prior to building permit application

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition contravenes any Applicable Law as defined in the Ontario Building Code. Furthermore, applications that do not have the required Applicable Law documentation with their building permit submission will not be processed.

Please verify all approvals that may be necessary prior to submitting your application to construct. The following are examples:

- **Site Plan Development Approval/Agreement** (King Townships Planning Department)
- **Zoning Certificate** (King Townships Planning Department)
- **Oak Ridges Moraine Conformity** (King Townships Planning Department)
- **Lake Simcoe Region Conservation Authority or Toronto Region Conservation Authority**

Required Drawings

Survey or Site Plan – *Required for new openings

Survey or Site Plan, referenced to a current survey, showing the size and location of the existing structure, as well as distances to property lines and adjacent structures.

Floor Plans & Elevations - Architectural & Structural

Fully dimensioned plans, for each floor level showing existing and proposed uses of all spaces. Provide existing and proposed construction including footing, foundation and exterior wall construction, interior partitions and all structural framing components. Drawings are to show location of smoke alarms, carbon monoxide detectors and all plumbing fixtures including existing and proposed. Provide all four exterior elevations with floor to ceiling heights and overall building height.

Sections & Details

Cross section(s) to show existing/proposed building construction and specifications of all floor, wall and roof assemblies. Provide footing and foundation wall details including height of exterior grade above basement floor. Show floor to ceiling height and overall building height calculated to the midpoint of the roof or as per the zoning by-law standard. Detail stairs, landings, headroom, guards and handrails heights as well as any structural connections and specifications where required.

HVAC Mechanical Drawings and calculations

Where required, floor plans illustrating the layout of mechanical systems for each floor showing ducts, return and supply air location, stacks size and type of HVAC equipment. Calculations for heat loss, heat gain, duct design and mechanical ventilation.

Plumbing Data Sheet

Where an alteration or renovation includes plumbing and is serviced by municipal sewers a plumbing data sheet is required.

Sewage System Evaluations or Upgrade

Where a dwelling is serviced by a private on-site sewage system the "Sewage System Evaluation and Declaration" is required in order to ensure the continuity of the systems performance. In accordance with Ontario Building Code Div B 11.4.2.5 (3), the performance level is reduced where proposed construction will either:

- a) increase the number of bedrooms in the dwelling unit,
- b) exceeds 15% of the finished floor area of the dwelling unit, OR
- c) adds new plumbing fixtures to the dwelling unit,

And therefore resulting in a total daily design sanitary sewage flow exceeding the capacity of any component of a sewage system serving the dwelling unit.

Refer to Ontario Building Code Div B 11.4.2.5 (1)(2) & (4) for effects on performance level.

Required Forms

- **Application for a Permit to Construct or Demolish**
- **Schedule 1 Designer Information** * (if required)
- **Sewage System Evaluation and Declaration** (for properties with private on-site sewage systems)
- **Energy Efficiency Design Summary** * (when HVAC alterations apply)
- **Plumbing Data Sheet** (required for dwellings serviced by municipal sewers)
- **Owner's Authorization Form**

Exemptions - Schedule 1

If drawings are prepared, stamped and signed by a Professional Engineer or Architect licensed to practice in Ontario, they are exempt from submitting a Schedule 1. Property owners may prepare and submit drawings for residential interior alterations or renovations, however the scope of work undertaken by a homeowner must stay within the design limits of Part 9 of the Ontario Building Code. Homeowners may fill in the Schedule 1 form to take responsibility for the design activities being carried out.

Required Fees – Residential

Building permit application fees can be found on the Townships website here: [Fees and Charges By-Law](#)

Permit Fee	As Per Fees and Charges By-Law
Municipal Security Deposit - all Municipal roadways *if applicable	\$1,000 - \$5,000

Apply Online

All applications for building permits are to be submitted online. To submit an application for building permit applicants will be asked to provide the above forms, fees and digital copies of the specified drawings. For further information regarding online submission application requirements please visit our Website page [Electronic Building Permit Application](#).

Should you have any questions or require clarification please contact the Building Division, King Township, 2075 King Road, King City, L7B 1A1 (905) 833-5321

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name			Unit number
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
New construction	Addition to an existing building	Alteration/repair	Demolition
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant		Applicant is:	Owner or Authorized agent of owner
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

E. Builder (if known)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
F. New home construction licensing requirement			
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.		Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?		Yes	No
iii. If yes to (ii) provide licence number(s): _____			
G. Required Schedules			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
H. Completeness and compliance with applicable law			
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.		Yes	No
I. Declaration of applicant			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. 			
Date	Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor, Toronto, ON M7A 2J3 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information

Building number, street name		Unit no.	Lot/con.
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Municipality	Postal code	Plan number/ other description	
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B. Individual who reviews and takes responsibility for design activities

Name	Firm		
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Street address		Unit no.	Lot/con.
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Municipality	Postal code	Province	E-mail
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Telephone number	Fax number	Cell number	
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C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

House	HVAC – House	Building Structural
Small Buildings	Building Services	Plumbing – House
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings
Complex Buildings	Fire Protection	On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):
 (print name)

I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: _____

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

Date

Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

Building Division

Letter of Authorization



Information

Property Address: _____

Legal Description: _____

Roll Number: _____

Personal Information

Name: _____

Phone No.: _____

Address: _____

Email: _____

Authorizing Letter

To Whom it May Concern:

I/We, the above, do give _____ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- Demolition of Accessory Structure
- Demolition of Residential Building
- Demolition of Commercial/Industrial Building
- Construction of Dwelling
- Addition to Dwelling
- Construction of Accessory Structure
- Construction of a Deck
- Construction of Commercial/Industrial Building
- Renovation to Existing Building
- Other: (please specify) _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____

Building Division

Sewage System Evaluation Declaration



A. Project Information		
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
B. Individual who reviews and takes responsibility for design activities (One form per individual)		
Name	Firm	
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
Phone Number	Email	
C. Declaration of Designer		
<p>I _____ declare that the submitted documentation pertaining to the above noted property is in conformance with the Part 8 Division B of the Ontario Building Code based on a site evaluation that;</p> <ol style="list-style-type: none"> 1. The existing septic system is of adequate size to support the proposed construction based on calculations provided with this application and proposed floor plans; 2. The sewage system serving the building is in good operating condition and functioning as designed after conducting a comprehensive evaluation. <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4 of Division C of the Ontario Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.</p> <p>Individual BCIN: _____ Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5 of Division C of the Ontario Building Code.</p> <p>Individual BCIN: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p>Date: _____ Signature: _____</p>		

For the purpose of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1 of Division C of the Ontario Building Code.

The Township of King assumes no responsibility regarding the proposed sewage system verification and maintenance/operation of the sewage system mentioned in this document. It is the sole responsibility of the owner to maintain their sewage system in accordance with Division B 8.9.3 of the Ontario Building Code.



Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority

Application No:	Model/Certification Number
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A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option

<input type="checkbox"/> SB-12 Prescriptive [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package form
<input type="checkbox"/> EnerGuide 80® *	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights & Glass Doors		Other Building Conditions
Gross Wall Area = m ²	% Windows+ _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications

 [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES	
Slab (all ≤600mm below grade, or heated)		1. Provide U-Value in W/m ² .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	

E. Performance Design Verification

 [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance: The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ Gj (1 Gj =1000Mj) The annual energy consumption of this house as designed is _____ Gj The software used to simulate the annual energy use of the building is: _____ The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: Submit the BOP form with Energy Advisor's certification on completion.	

Energy Star and EnerGuide80: Evaluator/Advisor/Rater Name:	Evaluator/Advisor/Rater Licence #:
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F. Designers

 [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1
Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Performance* option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the *EnerGuide 80* option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

Building Division Plumbing Data Form



Project Information

PROJECT DESCRIPTION:		
PROPERTY ADDRESS:		
Street No. and Name	City	Postal Code
OWNER NAME:		
First	Last	
TELEPHONE NUMBER:	EMAIL:	

Fixture Information

Fixture or Device	Fixture Flow	Bsmt	1st Floor	2nd Floor	3rd Floor	Subtotal	Total
Bathrooms							
¹ Bathroom group with 2 fixtures (sink & toilet)	2.9						
¹ Bathroom group with 3 fixtures (1 sink, 1 toilet & 1 bathtub with or without shower, <u>or</u> 1 shower head)	3.6						
¹ Bathroom group with 4 fixtures (2 sinks, 1 toilet & 1 bathtub with or without shower head, <u>or</u> 1 shower head)	3.7						
¹ Bathroom group with 4 fixtures (1 sink, 1 toilet, 1 bathtub, & 1 shower)	5.0						
¹ Bathroom group with 5 fixtures (2 sinks, 1 toilet, 1 bathtub, & 1 shower head)	5.7						
¹ Bathroom group with 6 fixtures (2 sinks, 1 toilet, 1 bidet, 1 bathtub, & 1 shower head)	7.7						
Additional Shower	1.4						
² Each additional Shower head or body spray, 9.5 L/min or less per head	1.4						
Bidet	2.0						
Urinal, with flush tank	3.0						
Urinal, with self-closing metering valve	2.0						
Laundry							
Clothes washer, 3.5kg	1.4						
Sink, laundry (1 or 2 compartments)	1.4						
Kitchen							
Sink, kitchen, domestic, 8.3 L/min or less	1.4						
Sink, bar	1.0						
Dishwasher, domestic	1.4						
Other							
³ Hose bibb (½ inch supply)	2.5						
Additional Hose bibb (½ inch supply)	2.5						
Hose bibb (¾ inch supply)	3.0						
Hose bibb, combination hot and cold	2.5						
Total Fixture Units =							

¹ Bathroom groups are based on a shower/tub with 1/2" supply. Additional fixture flow will apply for 3/4" supply spouts. (O.B.C. Table 7.6.3.2.A (3))

² Base fixture groups assume a single shower head. Additional body sprays or showerheads must be added to the calculation.

³ Assumption is that all dwellings will have two 1/2" hose bibs (one at rear and one in garage) which are automatically included in the above calculations

Note: Maximum number of fixture units on a ¾" Water Service Pipe = 26 (OBC 7.6.3.4).

I hereby certify that the information supplied above is accurate to the best of my knowledge.

Name (please print)

Signature

Personal information collected on this form is under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Service Connection Permit Application Process. Personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information, please contact the Building Division, King Township, 2585 King Road,