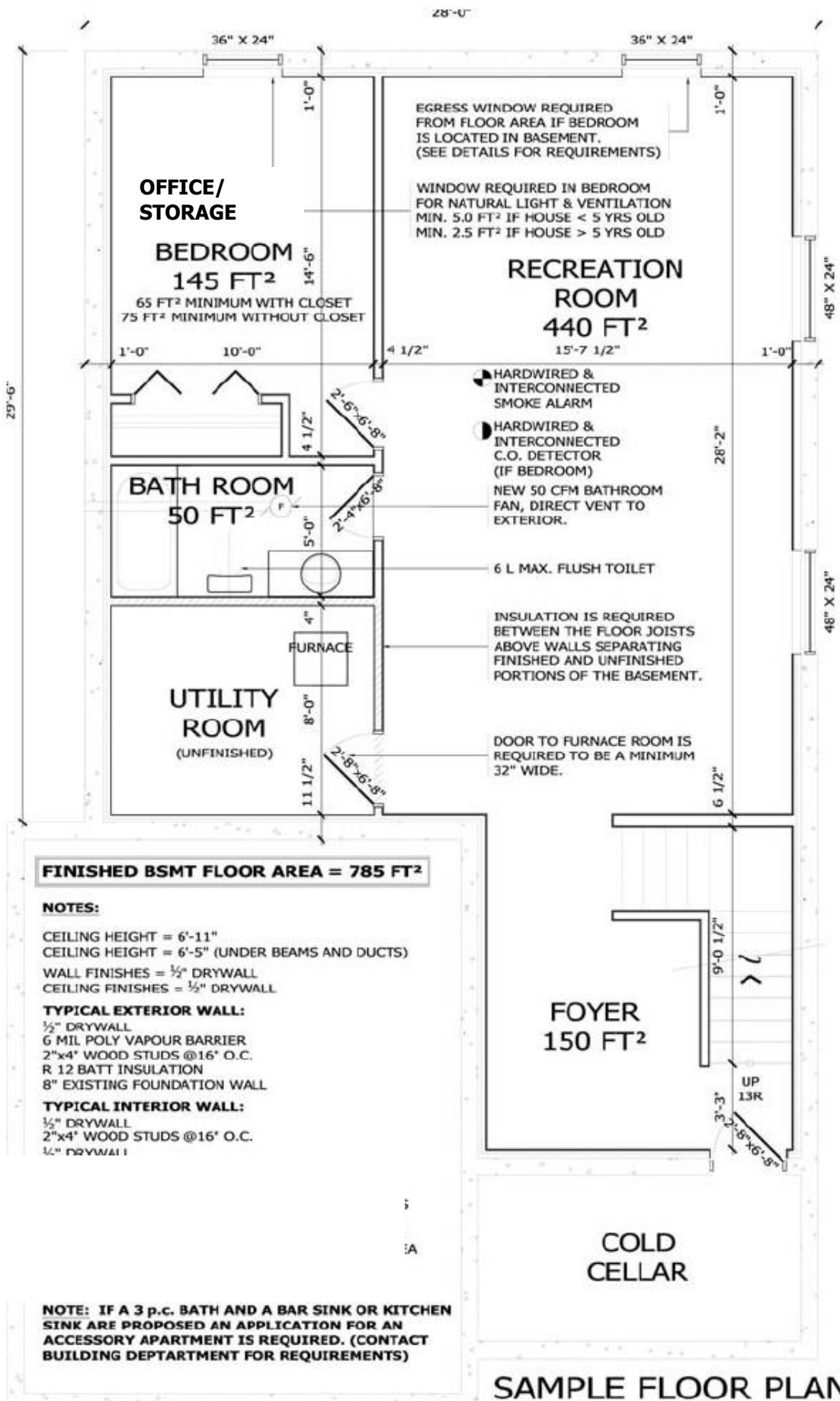


INTERIOR BASEMENT FINISHING PERMIT REQUIREMENTS:

1. Complete building permit application (attached)
2. Floor plan drawn to scale (see attached Sample Floor Plan) indicating the following:
 - Identify all rooms,
 - Indicate room sizes with dimensions and ceiling heights,
 - Specify the location and sizes of all windows and doors including the height of windows from the floor level,
 - Location and dimension of stairs,
 - Location of smoke and CO detectors,
 - Type of interior and exterior wall finishes,
 - Location of all plumbing fixtures including mechanical ventilation, and
 - Location of heat registers in each room and return air grills.
3. Please see Schedule "A" of the current Building By-law for associated fees. An alterations assessment fee as stated in the Town Fees and Charges By-law will also apply.
4. Single Dwelling Unit Declaration form (attached)

For further information regarding Basement Finishing requirements, please contact the Building Division at 905-778-2055.



Oct. 2006

SAMPLE FLOOR PLAN

3/16" = 1'-0"

SINGLE DWELLING UNIT DECLARATION

Pursuant to the Town of Bradford West Gwillimbury Zoning By-law 2010-050 as amended and the Building Code Act, 1992, S.O 1992, c. 23.

This form is to be completed by the property owner of a residential property. This declaration will certify the residential property is/will be operated as a single dwelling unit.

Property Location

Street Address of Subject Property

Property Owner Information

First Name	Last Name
Street Address	City, Province & Postal Code
Contact Telephone Number	Email

DECLARATION

I, the undersigned, as the owner of the residential property described above, declare that the residential property is/will be used as a single dwelling unit and that no accessory apartment and/or secondary dwelling unit is/will be occupied by any person(s). I further declare that all occupants residing in the building live together as a single household unit and have full, unrestricted access to all areas of the building at all times. To this end, there are no obstructions impeding access between any areas of the home, such as interior door security locks (excluding privacy locks) or barriers of any means.

By completing this declaration, I understand that I cannot establish and/or have occupied an accessory apartment and/or secondary dwelling unit in my single dwelling unit without first obtaining the necessary permissions and permits from the Town of Bradford West Gwillimbury. I further understand that to establish and/or have occupied an accessory apartment and/or secondary dwelling unit without first obtaining the necessary permissions and permits is an offence and I may be prosecuted pursuant to the provisions of the Town of Bradford West Gwillimbury Zoning By-law 2010-050 as amended and/or the Building Code Act, 1992.

Signature of Property Owner

Date

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	Lot/con.
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	Conditional Permit
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	Lot/con.
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	Lot/con.
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) - 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.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
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.

AGENT AUTHORIZATION FORM

TO: BUILDING DIVISION

MUNICIPALITY: TOWN OF BRADFORD WEST GWILLIMBURY

Legal Description:

Lot: _____ Plan/Conc.: _____

Street Address: _____

The undersigned, registered property owner(s) of the above-noted property, do hereby authorize _____,
to make applications and amendments to applications on my/our behalf. It is understood that I/we will
abide by all by-laws and acts of the Town of Bradford West Gwillimbury and that any approvals
granted by this application will be carried out in accordance with the municipal requirements.

Property Owner's Signature: _____

Print Name: _____

Date: _____

Property Owner's Address (if different than property above):

Telephone: _____ Email: _____

All personal information this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Building Code Act, 1992*, S.O. 1992, c. 23 and will be used for the purposes of the administration and enforcement of the *Building Code Act, 1992*. Questions regarding this collection may be direct to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905-778-2055, Fax 905-778-2035.