



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

## **NEW RESIDENTIAL CONSTRUCTION**

(Single Detached, Semi-Detached, Duplex Dwellings and Row Houses)

## **PERMIT APPLICATION & INFORMATION**



### **Building Department**

Building Information Officer - [permits@southglengarry.com](mailto:permits@southglengarry.com) – Ext. 2205





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## **Permit Application Checklist for New Residential Construction**

### **(Single Detached, Semi Detached Duplex and Row Houses)**

☐ **Building Permit Fees:**

- \$250.00 application base fee
- Applicable permit fees
  - o Payable by cash, cheque, debit or online by credit card/debit

**Forms required to be included as part of the Permit Application:**

1. Completed "Application for Permit to Construct or Demolish" form (attached)
2. "Consent and Acknowledgment" form (if applicable) for permit application (attached)
  - Required if someone other than the property owner is the permit applicant
3. Approval documents required by an applicable law
4. "Schedule 1: Designer(s) Information" form (attached)
5. SB-12 Energy Efficiency Design Summary form (attached)

**Drawings & information required to be included as part of the Permit Application:**

- ☐ Site Plan illustrating information such as but not limited to the following:
  - o Property lines and property dimensions
  - o Existing and proposed lot grading & drainage (see note #1 below)
  - o Location and dimensions of proposed and existing buildings and structures and their respective setbacks from property lines
  - o Location of and distances to municipal drains
  - o On-site sewage system location and clearance distances
  - o Existing and proposed entrances
  - o Municipal roadway and driveway location
  - o North arrow
- ☐ Foundation Plan
- ☐ Floor plan(s)
- ☐ Floor Framing Plan or pre-engineered floor truss layout
- ☐ Roof Framing Plan or pre-engineered roof truss layout
- ☐ Cross- Section(s)- indicate Floor, Wall and Roof Assemblies
- ☐ Building Elevations
- ☐ Residential Mechanical Ventilation Design Summary
- ☐ Ductwork design and associated drawings
- ☐ Heating / Cooling Load Calculations
- ☐ Where applicable, a complete Sewage System Permit Application
- ☐ Entranceway permit application (see note #2 below)
- ☐ Other \_\_\_\_\_



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*One set of drawings and information are required to be included as part of the Permit Application Submission*

*All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.*

### **How to Apply: (select 1 of 3 options below)**

1. ***Apply online through Cloudpermit, an online system allowing users to track and monitor their building permit.***
2. ***Download and complete the fillable PDF Building Permit Application and email it directly to the Building Information Officer (permits@southglengarry.com).***
3. ***Deliver Application to the township office.***

### **Note:**

1. *If a property is located within an Urban or Rural Settlement area or on a property that is 0.4 hectares (1 acre) or less in size, a grading and drainage plan prepared by a professional must be submitted and approved by the Chief Building Official.*
2. *If you require a new entrance for the property, you must complete and submit an Entranceway Permit Application. If a property is located on a county road the entranceway permit must be obtained from the Counties of S.D.G. and a copy of the permit is to be submitted with your building permit application.*

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.

# Residential Occupancy Checklist

Prior to booking your occupancy inspection for a residential building please ensure that you have provided the following documents and the requirements under the Ontario Building Code have been met. Once these requirements have been met, please contact the Building Information Officer at [permits@southglengarry.com](mailto:permits@southglengarry.com) or 613-347-1166 Ext; 2205 to book the inspection with 48 hours notice.

## Required:

1	Entranceway installed in accordance with issued permit (culvert size/length/location)	
2	Civic blade and post installed as per by-law 24-2020	
3	All required inspections prior to occupancy have been completed and passed	

## Required Documents:

1	ESA Certificate	
2	HRV Balancing Report	
3	Sewage System Compliance Certificate or Final inspection report for water & sewer permit	

## Occupancy requirements under the Ontario Building Code:

1	Construction of dwelling unit(s) is substantially completed	
2	Installation of the following are substantially complete: Cladding, roofing, windows, doors, assemblies requiring fire resistance ratings, closures, insulation, vapour barriers, air barriers, and other portions of the building envelope.	
3	Required Electrical Supply is provided for the dwelling unit	
4	Any required firefighting access routes to building have been provided and are accessible (civic blade and post installed as per by-law 24-2020)	
5	The Following are complete and operational: Required exits, floor access/egress systems, handrails, guards, smoke alarms, CO alarm, fire separations (including but not limited to fire stops), required exhaust fume barriers, self closing devices on doors to garages, water supply, sewage disposal, lighting, heating systems, protection of foamed plastics required by Article 9.10.17.10 of Division B of the OBC	
6	The following are complete, operational, and tested: Water system, building drain and building sewer, drainage system, and venting system	
7	Plumbing fixtures are substantially complete and operational	
8	Where applicable the building conforms to Article 9.1.1.7 of Division B (radon gas)	

# 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 <sup>2</sup> )		
B. Purpose of application				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (     )		

<b>E. Builder (optional)</b>				
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 (      )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			% Yes	% No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			% Yes	% No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <p>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p>Date Signature of applicant</p>				

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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.





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## Consent and Acknowledgment Form

### A. Agent Authorization

I, \_\_\_\_\_ am the registered property owner(s) of the property described in this application  
(print name of owner)

form and do hereby authorize \_\_\_\_\_ to make applications and amendments on my behalf.  
(print name of authorized agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner

It is understood that I/we will abide by all Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized agent

### B. Incomplete Application

I, \_\_\_\_\_ am the owner or the authorized agent of the owner and do hereby  
(print name)  
acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

### C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:





Application no. _____	Address: _____	Date: _____
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The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.

**Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.**

 Please check [✓] the items that apply, and attach approval documents where applicable.

**LOCAL MUNICIPALITY**

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

**Planning & Zoning**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>MINOR VARIANCE</b> <i>Planning Act s. 45</i><br>Where application doesn't comply with all zoning provisions    | Final & binding decision by Committee of Adjustment<br>Contact: Township of South Glengarry Building Department,<br>Secretary-Treasurer to the Committee of Adjustment<br>613-347-1166 |
| <input type="checkbox"/> <b>ZONING BY-LAW AND AMENDMENTS</b> <i>Planning Act s. 34</i><br>Where development requires amended zoning by-law | Zoning by-law final & binding<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166  |
| <input type="checkbox"/> <b>DIVISION OF LAND</b> <i>Ref. Planning Act Part VI</i><br>Where land division required for zoning compliance    | Registration of Plan or Deed<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166   |
| <input type="checkbox"/> <b>PROVINCIAL ZONING ORDERS</b> <i>Planning Act s. 47</i><br>For areas covered by Minister's zoning orders        | Approval of the Minister<br>Contact: MMAH Services Office 1-800-668-0230   |
| <input type="checkbox"/> <b>SITE PLAN APPROVAL</b> <i>Planning Act s. 41</i><br>For development in site plan control areas                 | Approval of site plans by the Township<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166   |
| <input type="checkbox"/> <b>Planning &amp; Development Act</b><br>Where Provincial planning control has been applied                       | Approval of the Minister<br>Contact: MMAH Services Office 1-800-668-0230   |

**Heritage**

**HERITAGE PERMITS**

- |   |  |
|---|--|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i><br>Where property is designated or undergoing designation   | Consent of Council to alter or demolish<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                             |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i><br>Demolition or removal of building listed in municipal register      | Expiration of 60 day notice of intent to Council<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                    |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i><br>Where land is in a heritage conservation district                   | Heritage permit issued by Council<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                                   |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i><br>Property is in heritage conservation study area                   | Compliance with heritage conservation study by-law<br>Contact: Township of South Glengarry Planning Services,<br>Heritage Manager 613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 &amp; 34.7(2)</i><br>Where property is designated by Minister of Culture | Consent of Minister to alter or demolish<br>Contact: MOC Regional Conservation Advisor, 416-314-7136   |

**CONSERVATION AUTHORITY**

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

**Conservation**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>AUTHORITY PERMIT</b> <i>Conservation Authorities Act s. 28</i><br>Where construction affects the control of flooding, erosion,<br>dynamic beaches, pollution or conservation of land | Construction & fill permit<br>Contact: Raisin Region Conservation Authority 613-938-3611 |
|--|--|

## PROVINCIAL APPLICABLE LAWS

## ▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

### **Agriculture & Food**

- ☐ **Nutrient Management Act 2002 s. 11 reg 267/03**  
Farm buildings housing animals or animal manure

### Ministry of Agriculture & Food

Record of Approval of NMS issued by MAF  
Contact: P. Engineer 519-826-6366

- ☐ **Milk Act s. 14**  
Where building used as a milk processing plant

Permit issued by the Director, MAF  
Contact: Food Inspection Branch  
1-888-466-2372 ext. 6-4180

### **Charitable Institutions**

- ☐ **Charitable Institutions Act s. 5**  
Where building is used for a charitable institution

### Ministry of Health & Long Term Care

Minister's approval of construction  
Contact: Long-Term Care Planning 1-877-767-8889

### **Child Care Centres**

- ☐ **Day Nurseries Act s. 5 reg 262**  
Where building is used for a daycare

### Ministry of Children & Youth Services

Ministry plan approval  
Contact: Regional Office 905-567-7177

### **Education**

- ☐ **DEMOLITION OF SCHOOLS**  
**Education Act s. 194**  
Where a school is proposed to be demolished

### Ministry of Education

Minister's approval of demolition  
Contact: Architect 416-325-2015

### **Environment**

- ☐ **Environmental Assessment Act s. 5**  
Major industrial or commercial enterprises &  
Government projects

### Ministry of the Environment

Minister's approval of Terms of reference & EA  
Contact: MOE Assessment & Approvals 1-800-461-6290

- ☐ **BROWNFIELD REDEVELOPMENT**  
**Environmental Protection Act s. 168**  
Where industrial or commercial property changed  
to residential or parkland use

Record of Site Condition filed with MOE  
Conformance with Certificate of Property Use  
Contact: MOE Central Region 416-326-4840

- ☐ **FORMER WASTE DISPOSAL SITES**  
**Environmental Protection Act s. 46**  
Where building on former landfill or waste disposal site

Minister's approval to use the land  
Contact: MOE Investigations & Enforcement 416-326-6700

- ☐ **RENEWABLE ENERGY APPROVAL**  
**Environmental Protection Act s. 47.3**  
For renewable energy projects that use wind, solar and  
bio-energy to generate electricity

Minister's Renewable Energy Approval  
Contact: MOE Assessment & Approvals 1-800-461-6290

### **Funeral Homes**

- ☐ **Funeral Directors and Establishments Act s. 9 reg 469**  
Where building houses funeral establishment

### Ministry of Consumer & Business Services

Notify Registrar, MCBS  
Contact: Board of Funeral Services 1-800-387-4458

### **Highways**

- ☐ **MTO PERMIT Public Transportation Act s. 34/38**  
Where construction is adjacent to a highway, or is  
within 800m of highway & will generate major traffic

### Ministry of Transportation

Building & Land Use permit issued by MTO  
Contact: Regional Office of MTO 416-235-5385

### **Long Term Care Homes**

- ☐ **Nursing Homes Act s. 4, 5 reg. 832**  
**Homes for the Aged & Rest Homes Act s. 14**  
**Elderly Persons Centres Act s. 6 reg. 314**  
Construction, alteration or conversion of building used for  
a nursing home

### Ministry of Health & Long Term Care

Minister's approval of construction  
Minister's approval of construction  
Contact: Planning & Renewal Branch 1-877-767-8889  
or MOH & Long Term Care Regional Office

Personal Information on this form is collected and used for the purpose collected under the authority of  
Municipal Act, as amended. Questions about the collection of personal information should be directed  
to: Records and Freedom of Information Officer, Clerk's Department, 613-347-1166.



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## ENTRANCEWAY PERMIT

Permit #: \_\_\_\_\_

By authority of by-law 11-00, permission is hereby granted to:

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

To construct an entranceway on the \_\_\_\_\_ side of Township Road  
\_\_\_\_\_ at Lot \_\_\_\_\_, Concession \_\_\_\_\_, in the

geographical location of the former Township of \_\_\_\_\_

Civic Address: \_\_\_\_\_ Roll Number: \_\_\_\_\_

For the purpose of \_\_\_\_\_

Subject to the provisions: (See reverse for additional information)

1. The entranceway shall be constructed in accordance with Schedule "A" Clause 9, under by-law 11-00.
2. The cost of construction of the entranceway shall be borne entirely by the applicant.
3. The size and type of culvert typically shall be galvanized steel pipe with a minimum diameter of 400 mm and 7 m maximum length.
4. Work will be carried out by \_\_\_\_\_.  
(Name of Contractor and Telephone Number)
5. Installation date: \_\_\_\_\_
6. Other provisions: \_\_\_\_\_
7. Permit Fee: \$100.00
8. Planning Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Public Works Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Planning Dept. Approval: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Issued by: \_\_\_\_\_

Public Works Director



***Entranceway Permit (page 2)***

**ENTRANCES**

The minimum standard for entrance culverts will provide for a corrugated steel culvert of no less than 400 mm diameter and a length to be established based on site conditions and location.

Culverts shall be bedded in no less than 150 mm of  $\frac{3}{4}$  crushed stone. The bedding material shall be 150 mm in width on each side of the pipe and to a height equal to  $\frac{1}{2}$  the diameter of the culvert. The bedding material will extend 150 mm beyond the ends of the culvert pipe.

End treatments for entrance will be constructed in granular or asphalt to a 2:1 side slope. No headwalls of any kind i.e. concrete/timbers will be permitted.

Entrances will be maintained by the abutting landowner at their expense.

The Corporation shall maintain and replace, from time-to-time as required, all entranceway culverts installed under the provisions of this By-law, and installed prior to the passing of the by-law, except that the Corporation shall not maintain nor replace any portion of a culvert which is in excess of the length required by the standards established by the Corporation. The Corporation shall not be responsible for the maintenance of culverts installed for the purpose of improving a lawn or other frontage. The maintenance of the driving surface of all entranceways shall be the responsibility of the applicant or his heirs and assigns.

**ENCLOSED DITCHES**

If an abutting landowner wishes to close a ditch in they must file a written request to the Municipality accompanied by an approved engineer's plan detailing the closed drainage scheme being proposed. Any approved closure will be limited to a 2-metre set back from property line that must remain open and accessible for maintenance and drainage purposes.

Any approved closed drainage systems will be constructed solely at the cost of the abutting landowner.

## 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]			
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings	<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection	<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <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 Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN:       _____			
<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 Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> 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: <ol style="list-style-type: none"> <li>The information contained in this schedule is true to the best of my knowledge.</li> <li>I have submitted this application with the knowledge and consent of the firm.</li> </ol>			
_____ Date		_____ Signature of Designer	

**NOTE:**

- For the purposes 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, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, 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 Association of Professional Engineers of Ontario.





# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

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

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

<i>SB-12 Prescriptive (input design package):</i> Package: _____ Table: _____
---

## 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"/> ≥ 92% 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"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
		<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
		<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
		<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____		
Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____		
	Required: _____ Permitted Substitution: _____		
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal    Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)		Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. 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 or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## 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 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### 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, glazing in doors and sliding 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 3.1.1.1. 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, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## 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 air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

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 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

## Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. 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 or the municipal building department.

For use by Principal Authority	
Application No:	Model/Certification Number

### A. Project Information

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

### B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> <b>SB-12 Performance*</b> [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> <b>ENERGY STAR®*</b> [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> <b>R-2000®*</b> [SB-12 - 3.1.3.]	* Attach R-2000 HOT2000 Report

### C. Project Building Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m <sup>2</sup> or _____ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Source Heat Pump (ASHP) <input type="checkbox"/> Ground Source Heat Pump (GSHP)
Area of W, S & G = _____m <sup>2</sup> or _____ft <sup>2</sup>		
<b>SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance</b>		
SB-12 Referenced Building Package (input design package): Package: _____ Table: _____		

### D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal    Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers_____
Slab (all ≤600mm below grade, or heated)		Combined Space / Dom. Water Heating	

(1) U value to be provided in either W/(m<sup>2</sup>·K) or Btu/(h·ft<sup>2</sup>·F) but not both.

**E. Performance Design Verification** [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building 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 tightness baseline of:

- ☐ OBC reference ACH, NLA or NLR default values (no depressurization test required)
- ☐ Targeted ACH, NLA or NLR. Depressurization test to meet \_\_\_\_\_ ACH50 or NLR or NLA
- ☐ Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)).
- ☐ Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)
- ☐ Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)
- ☐ On Site Renewable(s): Solar: \_\_\_\_\_  
Other Types: \_\_\_\_\_

**F. ENERGY STAR or R-2000 Performance Design Verification** [Subsection 3.1.3. Other Acceptable Compliance Methods]

- ☐ The NRCan "ENERGY STAR for New Homes Standard Version 12.6 " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- ☐ The NRCan, "2012 R-2000 Standard " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

**Performance Energy Modeling Professional**

Energy Evaluator/Advisor/Rater/CEM Name and company:

Accreditation or Evaluator/Advisor/Rater License #

**ENERGY STAR or R-2000**

Energy Evaluator/Advisor/Rater/ Name and company:

Evaluator/Advisor/Rater License #

**G. Designer(s)** [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

**Qualified Designer:** Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

# Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Performance refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- ENERGY STAR houses must be designed to ENERGY STAR requirements and verified on completion by a licensed energy evaluator and/or service organization. The ENERGY STAR BOP form must be submitted with the permit documents.
- R-2000 houses must be designed to the R-2000 Standard and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

### 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, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. 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. Refer to SB-12 for further details.

### E. Performance Design Summary

A summary of the performance design applicable only to the SB-12 Performance option.

### F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

### G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

## 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 air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

Detached dwelling	3.0 ACH50	NLA 2.12 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.32 L/s/m <sup>2</sup>
Attached dwelling	3.5 ACH50	NLA 2.27 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.44 L/s/m <sup>2</sup>

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 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

## ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and R-2000 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.