

RESIDENTIAL ADDITIONS PERMIT APPLICATION & INFORMATION



Building Department

Building Information Officer - permits@southglengarry.com – Ext. 2205

Permit Application Checklist for Residential Additions

☐ **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. Complete "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
1. Approval documents required by an applicable law
2. Schedule 1: Designer information form (attached)
3. SB-12 Energy Efficiency Design Summary (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
- ☐ Building Elevations
- ☐ Cross- Section(s)- indicate Floor, Wall and Roof Assemblies
- ☐ Residential Mechanical Ventilation Design Summary
- ☐ Ductwork design and associated drawings (if applicable)
- ☐ Heating / Cooling Load Calculations (if applicable)
- ☐ Review of Existing On-Site Sewage System capacity (see note #2 below)
- ☐ Other _____



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

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 the 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. Review of existing on-site sewage system by a qualified designer is required where:***
 - a) Increasing the number of bedrooms in the dwelling***
 - b) The area of the addition exceeds 15% of the existing finished area of the dwelling***
 - c) Adding plumbing fixtures to the dwelling***

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.

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:		
<p>Application submitted to: _____</p> <p style="text-align: center;">(Name of municipality, upper-tier municipality, board of health or conservation authority)</p>				
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				
<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 ()		

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

Heritage

HERITAGE PERMITS

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

CONSERVATION AUTHORITY

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Conservation

- | | |
|--|--|
| <input type="checkbox"/> AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i>
Where construction affects the control of flooding, erosion,
dynamic beaches, pollution or conservation of land | Construction & fill permit
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.

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"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <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 Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">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 Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div>			

NOTE:

1. 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.
2. 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]

SB-12 Prescriptive (input design package): Package: _____ Table: _____
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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 ² or _____ft ²	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 Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____m ² or _____ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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) Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ <input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____ <div style="text-align: center;">Required: _____ Permitted Substitution: _____</div>		
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
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/(m²•K) or Btu/(h•ft²•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 ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

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"/> SB-12 Performance* [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> ENERGY STAR®* [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> R-2000®* [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 ² or _____ft ²	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 ² or _____ft ²		
SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance		
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 ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
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/(m²·K) or Btu/(h·ft²·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 ² /m ²	NLR 1.32 L/s/m ²
Attached dwelling	3.5 ACH50	NLA 2.27 cm ² /m ²	NLR 1.44 L/s/m ²

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.