

Bylaw No. 02 (2025), *The Building Bylaw*



**FORM A Permit Application under *The Construction Codes Act***

**\* indicates required**

<b>*Applicant Information</b> (permit applicant can be an agent of the owner)		
Name/Company	company name if applicable	
Primary Contact	primary contact for project	
Address	not for planning purposes	
Phone and Email	phone number	email address
<b>* Permit Information</b>		
Project Location/Building Location	civic address or legal description	
Project Type (check one)	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition, alteration, repair or renovation to existing building <input type="checkbox"/> Temporary structure <input type="checkbox"/> Relocation of an existing building <input type="checkbox"/> Demolition of an existing building <input type="checkbox"/> Change of use/occupancy	
Project Description	written description of project	
For Change of Occupancy Only (See notes for List)	Current Major Occupancy	Proposed Major Occupancy
Attached	Code analysis: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Construction Plans and Specifications <input type="checkbox"/> Yes <input type="checkbox"/> No
Building Area and Height	area in square meters	height in storeys
Value of Construction	\$	
<b>For Office Use Only</b>		
Tax Roll Number/Permit Fees		
<b>* Owner Information</b> (Include all owners listed on the property title or attach on a separate sheet)		
Name/Company		
Project Contact		
Address		
Phone and Email	phone number	email address
<b>Lead Designer</b> (this is the individual responsible for the overall design)		
Company		
Project Contact		
Address		
Phone and Email	phone number	email address

**\*Declaration by Applicant**

I hereby declare that the above statements contained within this application and attached drawings are true and correct. I agree that where required, a Development Permit must be issued in order for the Building Permit to be valid. Neither document relieves the owner, the applicant, or the owner's agent from complying with all municipal bylaws and/or Provincial and Federal acts and regulations including the National Building Code (NBC) and the National Energy Code for Buildings (NECB) and the National Plumbing Code (NPC), and that it is my responsibility to ensure compliance with such legislation, regulations, bylaws and codes regardless of any plan review or inspections that may or may not be carried out by the building official, local authority or its authorized representatives. I agree that no construction shall commence without proper permits and approvals.

Name and Date		dd/mm/yyyy
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Signature	
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**Notes:**

**In the National Building Code (NBC) major occupancy means**

- A1 - Assembly occupancies intended for the production and viewing of the performing arts**
- A2 - Assembly occupancies not elsewhere classified in Group A**
- A3 - Assembly occupancies of the arena type**
- A4 - Assembly occupancies in which the occupants are gathered in the open air**
- B1 - Detention occupancies in which persons are under restraint or are incapable of self preservation because of security measures not under their control**
- B2 - Treatment occupancies**
- B3 - Care occupancies**
  - C - Residential occupancies**
  - D - Business and personal services occupancies**
  - E - Mercantile occupancies**
- F1 - High-hazard industrial occupancies**
- F2 - Medium-hazard industrial occupancies**
- F3 - Low-hazard industrial occupancies**

**A Code Analysis provides detailed information on provision of the NBC, NECB or NPC that apply to the specific project demonstrating design and construction is intended to meet minimum requirements.**

**Value of Construction is the total cost to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead and profit of the contractor and subcontractors.**

**Building area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.**

**Building height (in storeys) means the number of storeys contained between the roof and the floor of the first storey.**