

Building Permit Requirements

New Construction - Single Family Dwelling

The following information is required at submission. Complete submissions can be processed within 10 business days. It is advisable to review the Zoning By-law to determine size restrictions for your property prior to application.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - "Schedule 1: Designer Information" (For each Design Professional)
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority Approval, if applicable

2. **One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
 - Lot Grading & Site Servicing Plan** including:
 - Property Lines; Dimensions of lot
 - Existing and proposed construction and the dimensions of each
 - Setbacks to the property lines and any other buildings on the property
 - Zoning summary
 - Sealed by an Ontario Professional Engineer or Ontario Land Surveyor

 - Architectural Plans**
Provide floor plans for each level, elevations for each side of the house and sections where necessary. The following information must be provided on each plan:
 - Floor Plans**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of each room and space
 - Use of rooms and spaces
 - Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
 - Material and size of all components of floor, wall and ceiling assemblies
 - Location of all plumbing fixtures
 - Elevations (for each side of the house)**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of doors and windows
 - Grade level
 - Exterior wall cladding, finishes and flashing
 - Spatial separation calculations
 - Section** (preferably through stair)
 - Size and type of footing and foundation wall
 - Foundation drainage

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710



Town of Innisfil
Community Development Standards Branch
2101 Innisfil Beach Road
Innisfil, Ontario
L9S 1A1
705-436-3710

- Grade and distance from grade to floor
- Floor construction
- Exterior and interior wall construction
- Roof and ceiling construction
- Attic insulation & ventilation
- Heating, Ventilation and Air Conditioning**
 - Heat loss and ventilation calculations
 - Heating system floor plan showing the location and size of new ductwork and existing ductwork where new work is connected to it, location and size of supply air registers and return air grills
 - SB-12 Energy Efficiency Design Summary
 - Residential mechanical ventilation summary
- Other**
 - Truss layout & P. Eng sealed truss design summary sheets
 - Floor framing layout from manufacturer
 - Design summary sheets for structural members requiring P. Eng (LVLS, Point loads, etc.)

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Please Note: Additional fees and development charges may be required. Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710

Nottawasaga Valley Conservation Authority
www.nvca.on.ca
705-424-1479

Lake Simcoe Region Conservation Authority
www.lsrca.on.ca
905-895-1281



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

- 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.

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code

A. Project Information

Building number, street name or Certified Model ID		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"/> <i>SB-12 Prescriptive</i> or or or or	<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> Zone 2 (≥ 5000 degree days)
	<input type="checkbox"/> AFUE ≥ 92%	A1 A2 A3 A4 A5 A6
	<input type="checkbox"/> 84% ≤ AFUE >92%	B1 B2 B3 B4 B5 B6
	<input type="checkbox"/> Electric Heating	C1 C2 C3 C4
<input type="checkbox"/> Table 3.1.1.11. (<i>Additions to Existing Buildings</i>)		
<input type="checkbox"/> prescriptive trade-offs used or	<input type="checkbox"/> Table 3.1.1.4.B	Building Component 1: _____ Building Component 1: _____ Building Component 2: _____
<input type="checkbox"/> Table 3.1.1.4.C		
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 3.1.2.]	* Attach energy performance calculations using an approved software	
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form	
<input type="checkbox"/> <i>2012 R2000®*</i> [SB-12 - 3.1.3.]	* House must meet the NRCan "2012 R2000 Standard"	

C. Project Design Conditions

Space Heating Fuel Source	
<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Earth Energy	
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Conditions
Area of walls = _____ m ² Area of W, S & G = _____ m ²	W, S & G % = _____ <input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	Nominal RS/R	Max U	Effective RS/R	Building Component	Efficiency Ratings
Thermal Insulation				Windows & Doors Provide U-Value in W/m ² .K, 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 or condensing type)	
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 Efficiency)	
Slab (all ≤600mm below grade, or heated)				<i>*Drain water heat recovery units are required in new residential.</i>	

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *2012 R2000* options used]

SB-12 Performance:
 The annual energy consumption using Subsection 3.1.1. SB-12 Package _____ is _____ GJ (1 GJ = 1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: Submit the BOP form with Energy Advisor's certification on completion.

Energy Star and 2012 R2000:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature
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Guide to the 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,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to 2012 R2000 Standard technical procedures.

COMPLETING THE FORM

B. Compliance Options

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

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.

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. Indicate the compliance option being used. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.

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 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.

Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.

2012 R2000 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with 2012 R2000 administrative and technical procedures.

C. Project Design Conditions

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.

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

D. Building Specifications

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

E. Performance Design Summary

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

F. 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 building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the 2012 R2000 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and 2012 R2000 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY
for design and performance of residential ventilation systems to OBC 2012 Div. B 9.32

LOCATION	1. Location Township: _____ Civic Address: _____	8. TVC System <input type="checkbox"/> HRV <input type="checkbox"/> Central Exhaust <input type="checkbox"/> Multiple Fans	TVC SYSTEM
BUILDER	2. Builder Name: _____ Address: _____ City: _____ Postal Code: _____ Ph: _____ Fax: _____	9. Principal Exhaust Fan Capacity (PEF) Master Bedroom _____ @ 31.8CFM(15L/S) _____ Other Bedrooms _____ @ 15.9CFM(7.5L/S) _____ Total _____	PRINCIPAL EXH. FAN CAPACITY
DESIGNER	3. Designer Name: _____ Address: _____ Postal Code: _____ City: _____ Ph: _____ Fax: _____ Firm BCIN: _____ Designer BCIN: _____ HRAI#: _____		PRINCIPAL EXHAUST FAN
HEATING SYSTEM	4. Heating Systems <input type="checkbox"/> Forced Air <input type="checkbox"/> Non Forced Air <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other	10. Principal Exhaust Fan Location _____ Manufacturer _____ Model _____ <input type="checkbox"/> HVI rated Design Airflow High _____ Low _____ Sones _____ If Using HRV/ERV: _____ % Sensible Efficiency @ 0°C _____ watts _____ % Sensible Efficiency @ -25°C _____ watts	PRINCIPAL EXHAUST FAN
HEATING SYSTEM COMBUSTION APPLIANCES	5. Combustion Appliances 9.32.3.1.(1) a) Direct Vent b) Induced Draft c) Natural Draft d) Solid Fuel Appliances e) No combustion appliances		SUPPLEMENTAL EXHAUST CAPACITY
HOUSE TYPE	6. Type of House 9.32.3.1.(2) <input type="checkbox"/> Type 1 a) or b) type appliances only <input type="checkbox"/> Type 2 a) or b) type appliances with a d) type appliance <input type="checkbox"/> Type 3 any type c) appliance = part 6 design <input type="checkbox"/> Type 4 electric space heat	11. Supplemental Exhaust Fan Capacity (SEF) Total Ventilation Capacity _____ Less Principle Ventilation Capacity _____ Required Supplemental Ventilation Capacity _____	SUPPLEMENTAL EXHAUST CAPACITY
SYSTEM DESIGN OPTION	7. System Design Option Exhaust only forced air system/coupled HRV with extended exhaust or simplified coupled HRV full ducting/not coupled to forced air Part 6 design	12. Additional Equipment Fan 2 Location _____ Sones _____ Manufacturer/Model _____ <input type="checkbox"/> TVC Design airflow _____ CFM Fan 3 Location _____ Sones _____ Manufacturer/Model _____ <input type="checkbox"/> TVC Design airflow _____ Fan 4 Location _____ Sones _____ Manufacturer/Model _____ <input type="checkbox"/> TVC Design airflow _____	ADDITIONAL EXHAUST EQUIPMENT
TOTAL VENTILATION CAPACITY (TVC)	8. TVC Capacity OBC 9.32.3.3 Bsmt & Master bedroom _____ @ 21.2 CFM (10 L/S) _____ Other Bedrooms _____ @ 10.6 CFM (5 L/S) _____ Bathrooms & Kitchen _____ @ 10.6 CFM (5 L/S) _____ Other Habitable Rooms _____ @ 10.6 CFM (5 L/S) _____ Total Ventilation Capacity (TVC) _____		13 Designer Consent I, _____ have reviewed and take responsibility for the design work described in this document and I am qualified in the appropriate categories. Date: / / Signature: _____

Conversion Note: 1 L/S = 2.118 CFM