Main Administration Office
6544 New Dublin Rd RR 2
Addison, ON K0E 1A0

Township of Elizabethtown-Kitley

Ph: (613) 345-7480
(800) 492-3175
Fax: (613) 345-7235
Email: mail@ektwp.ca

Single Residential Dwelling

This Permit Package Includes:

1. **Checklist** (pg 2)

2. **Requirements for Permit Submissions** (pg 3)

3. **Application for a Permit to Construct or Demolish, Construction Details & Site / Sketch Plan** (pg 4-10) These pages **MUST** be completed in **FULL** & returned to the Township with applicable building plans

**failure to complete in full may result in delay of permit assessment /issuance*

4. **Energy Efficiency Design Summaries** (pg 11-17)

5. **Certificate of Well Compliance** (pg 19)

6. **Entrance Permit Application** (pg 20-21)

7. **Septic System Application** (pg 22-34)

**To be completed and returned to the Health Unit - 485 Laurier Blvd., Brockville*

8. **Single Residential Dwelling Guide and Information of Second Dwelling/Second Dwelling Unit Opportunities**(35-40)

9. **Schedule A - Class of Permits & Permit Fees** (pg 41)

Do Not Commence

any Construction, excavation, installation prior to receiving your permit.

Township of Elizabethtown-Kitley

Checklist of Building Permit Requirements for New Construction on Vacant Lots

Building Permit Applications	**Required:**	**Submitted:**
1. Application for a permit (pg 4-8 (yellow pages in paper package)	√ Yes	☐
2. Building Plans	√ Yes	☐
3. Septic Approval from Health Unit (this will be emailed directly to the Township from the Health Unit)	√ Yes	☐
4. Copy of Entrance Permit **If on County Rd** (County Roads, 613-342-3480) or Submit Application for Entrance **if it is on a Township Road**	√ Yes	☐
5. Certificate of Well Compliance **Only** required for the following Subdivisions: Braelyn, Plan 383 Hillcrest Park, Plan 394 Lily Bay Estates, Plan 381 Lily Bay Shores, Plan 382		
6. Copy of Deed if recently purchased	√ Yes	☐

Applicable Fees	**Required:**
1. Building Permit (Based on Sq. Ft.) (paid at time permit is picked-up)	√ Yes _____
2. Entrance Permit (if Twp. Road $100.00)	_____ **N/A:** By-law 18-15 is currently suspended
3. ~~Capital Developmen~~t Charge	
4. Waterline Development Charge *(plus connection costs)	√ Yes – if to be connected to municipal waterline
5. Lawn Lamp Deposit if in Subdivisions 349, 381 or 382 ($500.00)	_____
6. Number blades/posts ($31.00)	√ Yes _____

Requirements for Permit Submissions:

(i) **All Areas of Permit Application (pg 4-10) MUST be completed prior to submission**

(ii) **Plans MUST be submitted by a qualified and/or registered designer with a BCIN number issued by The Ministry of Housing Unless the building is a:**

- **Construction of a building that is owned by that person (residential only)**
- **The extension, material alteration or repair of a residential unit containing not more than 2 dwelling units where no dwelling unit is located above another dwelling unit (required to be qualified but not registered with the Ministry)**
- **Detached residential accessory building that does not exceed 538 sq. ft. (50m^2)**
- **Farm building less than 6460 sq. ft. (600 m^2) and 2 storeys or less**

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act,1992*

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. $		Area of work (m^2)		

B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building	Current use of building
Description of proposed work	

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (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 *Ontario New Home Warranties Plan Act*? If no, go to section G.	☐ Yes	☐ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	☐ 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).	☐ Yes	☐ No
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 *Building Code Act, 1992*, 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 *Building Code Act, 1992.*	☐ 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 *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ No

I. Declaration of applicant

I _____ declare that:
(print name)

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.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____
Date Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

CONSTRUCTION DETAILS

1. Construction Type

☐ Frame ☐ Protected Frame ☐ Veneer
☐ Masonry ☐ Reinforced Concrete ☐ Steel
☐ Other (*specify*) .....

2. **Soil Type** - ☐ Rock ☐ Clay ☐ Loam
☐ Other .....
- Are special foundations required? ☐ Y ☐ N

3. **Foundation** - Wall Thickness .....
- Type: ☐ Poured ☐ Block
☐ Other (specify) .....

4. **Footings - Size** .....

5. **Floor - Load** .....

6. **Water** ☐ Well
☐ Other (specify) .....

7. **Heating** ☐ Gas ☐ Oil ☐ Electric ☐ Other (specify).....
or ☐ N/A

8. **Ventilation** ☐ Required Ventilation Summary has been Submitted/attached
or ☐ N/A

9. **Please Indicate the Number Water Fixtures Proposed** ..... or ☐ N/A

10. **Septic Approval** ☐ Approval Obtained (See Submitted Copy of Approval)
or ☐ N/A

11. **Fuel Burning Appliance: CSA or Other Approval** ..... or ☐ N/A

12. **Chimney** ☐ **Existing** ☐ **New:** **CSA or Other Approval** .....
or ☐ N/A

* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

Site Sketch/Plan

Permit No. _____

Assessment Roll No. _____

1. Lot Dimensions: Lot Area _____ acres ±; Lot Dimensions _____ _____ ft. ±

2. Setbacks from Proposed Structure to Lot Lines (View from Road):

Left Side Yard: _____ ft.

Right Side Yard: _____ ft.

Front Yard: _____ ft.

Rear Yard: _____ ft.

3. Dimensions of: - Proposed Structure:

Width: _____

Length: _____

Height: _____

Area Sq. Ft.: _____

Distances to:

☐ **septic (tank and tile bed) Note:** New construction is to be a minimum of 5 ft. from septic tank and 17 ft. from tile bed. New construction not to be within mantle area.

☐ **well**

Please Include all of the above on the Site Sketch

To Be Completed in Full - Incomplete application forms will result in delay of processing

* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information

Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		

B. Individual who reviews and takes responsibility for design activities

Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number		Cell number	

C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

☐ House	☐ HVAC – House	☐ Building Structural
☐ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: _____

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

_____ _____

Date Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	

B. Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?

☐ Yes (Continue to Section C) ☐ No (Continue to Section E) ☐ Installer unknown at time of application (Continue to Section E)

C. Registered installer information (where answer to B is "Yes")			
Name			BCIN
Street address			Unit number / Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

D. Qualified supervisor information (where answer to section B is "Yes")	
Name of qualified supervisor(s)	Building Code Identification Number (BCIN)

E. Declaration of Applicant:

I _____ declare that:
(print name)

I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;

OR

I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____
Date Signature of applicant

ROLES AND RESPONSIBILITIES OF THE BUILDER OR TO WHOM A PERMIT IS ISSUED

- Comply with BCA/OBC; 8.(11)
- Complete applications with required information; BCA 7.,8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA 1.(2), 8.(1), 34.(1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs.; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i.j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1(2)
- Occupy unfinished building after inspection; BCA[C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750). The law has changed.
Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contactors and those who hire them.
www.wsib.on.ca

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to pipelines is 30 meters from the pipeline right-of-way. Pipeline Public Awareness 1-855-458-6715
- Compliance with Zoning By-law and other applicable law

Call Before You Dig – It's Free. In Ontario:
1-800-400-2255 or www.clickbeforeyoudig.com
Ontario One Call: 1-800-400-2255. www.on1call.com
Pipeline Emergency: 1-888-982-7222
Pipeline Landowner Inquiries: 1-866-372-1601

DECLARATON OF BUILDER, APPLICANT OR OWNER:

I _____declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

_____ _____
Date Signature

Energy Efficiency Design Summary
(Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project
Information on completing this form is contained on the reverse

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

☐ *SB-12 Prescriptive* [SB-12 - 2.1.1.]	Table: Package:
☐ *SB-12 Performance** [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ *Energy Star*®* [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star
☐ *EnerGuide 80*® *	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	**Heating Equipment Efficiency**	**Space Heating Fuel Source**		
□ Zone 1 (< 5000 degree days)	□ ≥ 90% AFUE	□ Gas	□ Propane	□ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 78% < 90% AFUE	□ Oil	□ Electric	□ Earth Energy

Windows+Skylights+Glass Doors			**Other Building Conditions**		
Gross Wall Area =	m^2	% Windows+ _____ %	□ ICF Basement	□ Walkout Basement	□ Log/Post&Beam
Gross Window+ Area =	m^2		□ ICF Above Grade	□ Slab-on-ground	

D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		**Windows & Doors[1]**	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		**Mechanicals**	
Walls Above Grade		Space Heating Equip.[2]	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES	
Slab (all ≤600mm below grade, or heated)		1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
The annual energy consumption using Subsection 2.1.1. 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: BOP form attached. The house will be labeled on completion by:

Energy Star and *EnerGuide80*:
Evaluator/Advisor/Rater Name: Evaluator/Advisor/Rater Licence #:

F. Declaration [by the person who reviews and takes responsibility for the energy efficiency design]

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name	Signature	Date:

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. 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 at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

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 *EnerGuide* technical procedures and achieve a rating of 80 or more.

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 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (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 be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

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 and 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 2.1.1.1. 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, 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.

AIRTIGHTNESS REQUIREMENTS FOR 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. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are 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.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

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]

☐ *SB-12 Performance** [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
☐ *ENERGY STAR®** [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
☐ *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**
☐ Zone 1 (< 5000 degree days)	☐ ≥ 92% AFUE	☐ Gas ☐ Propane ☐ Solid Fuel
☐ Zone 2 (≥ 5000 degree days)	☐ ≥ 84% < 92% AFUE	☐ Oil ☐ Electric ☐ 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 % = _____	☐ Log/Post&Beam ☐ ICF Above Grade ☐ ICF Basement ☐ Slab-on-ground ☐ Walkout Basement ☐ Air Conditioning ☐ Combo Unit ☐ Air Source Heat Pump (ASHP) ☐ 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/(m^2•K) or Btu/(h•ft^2•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

Form authorized by OHBA, OBOA, LMCBO. Revised December 1, 2016

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.

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:_____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
☐ Zone 1 (< 5000 degree days)	☐ ≥ 92% AFUE	☐ Gas ☐ Propane ☐ Solid Fuel
☐ Zone 2 (≥ 5000 degree days)	☐ ≥ 84% < 92% AFUE	☐ Oil ☐ Electric ☐ 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 % = _____	☐ Log/Post&Beam ☐ ICF Above Grade ☐ ICF Basement ☐ Slab-on-ground ☐ Walkout Basement ☐ Air Conditioning ☐ Combo Unit
Area of W, S & G = _____m^2 **or**_____ft^2	Utilize window averaging: ☐Yes ☐No	☐ Air Sourced Heat Pump (ASHP) ☐ Ground Sourced Heat Pump (GSHP)

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

Energy Efficiency Substitutions

☐ ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))

☐ Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))

☐ Airtightness substitution(s)		
Airtightness test required (Refer to Design Guide Attached)	☐ Table 3.1.1.4.B Required:_____	Permitted Substitution:_____
	☐ Table 3.1.1.4.C Required:_____	Permitted Substitution:_____
	Required:_____	Permitted Substitution:_____

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/(m^2•K) or Btu/(h•ft^2•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.

Building Permit Fees, as of July 1, 2023

Taken from Schedule A

By-law 23-39: Being a By-law to Establish Fees in the Township of Elizabethtown-Kitley

Class of Permit	**Fees***
Building Work Orders	$75.00
Deposit on New Construction	$500.00
Residential	
New Single Unit Dwelling, Semi-Detached or Duplex (includes attached garage space)	$1 per square foot, all floor areas excluding basement. If finished basement, add $0.20/sq. ft.
Additions to Single Unit, Semi-Detached or Duplex Dwellings, includes attached garage area	$1 per square foot **OR** $100.00 minimum, whichever is greater.
Alterations and Repairs to Single Unit, Semi-Detached or Duplex Dwellings	$0.75 per square foot **OR** $100.00 minimum, whichever is greater.
Detached Residential Accessory Buildings, and any additions to such buildings	$0.50 per square foot **OR** $100.00 minimum, whichever is greater.
Decks, freestanding or attached	$0.50 per square foot **OR** $100.00 minimum, whichever is greater.
Industrial, Commercial, Institutional or Public Buildings	
New Buildings	$0.40 per square foot **OR** $300.00 minimum, whichever is greater.
Additions to Buildings	$0.40 per square foot **OR** $300.00 minimum, whichever is greater.
Alterations, Repairs and Minor Renovations	Greater of $100.00 or $5.00 for every $1,000 of cost
Farm (Farm Registration Number May Be Required)	
New Farm Building	Greater of $100.00 or $0.15 per square foot to a maximum of $750
Alterations, Repairs and Additions to Farm Buildings	Greater of $100.00 or $0.15 per square foot to a maximum of $300
Miscellaneous	
Wood Stove or Fireplace Permit	Flat Rate $200.00
Plumbing Permits	Flat Rate $100.00
Demolition Permit	Flat Rate $100.00
Transfer of Permit	Flat Rate $100.00
Change of Use Permit	Flat Rate $100.00 plus permit fee
Conditional Permit	Flat Rate of $100.00 plus permit fee and a signed Agreement
Request for a Deferral of Revocation	Flat Rate $100.00
Minimum Permit Fee	$100.00 unless otherwise indicated
Pools (By-law 01-14 and By-law 05-32)	$100.00
Outdoor Furnaces (By-law 07-08)	$200.00

*** Per square foot fees calculated based on exterior dimensions**