



## A Guide to the Permit Application Form

This guide is to be read in conjunction with the *Application for a Permit to Construct or Demolish* and is intended to assist in the completion of the form. A companion guide to the completion of the *Schedule 1 and Schedule 2* forms are also available. These guides provide a section by section description of the information that must be provided on the applicable forms. It is recommended that you read them carefully before making a permit application. If you require further assistance please visit or call the Town of Markham Building Standards Division offices. Our offices are located at 101 Town Centre Blvd., Markham or we can be reached by phone at (905) 475-4870. You can also obtain information from our web site at [www.markham.ca/markham/channels/buildstd/overview.htm](http://www.markham.ca/markham/channels/buildstd/overview.htm).

### General Information

The Ontario Building Code now requires that all permit applications made for construction or demolition regulated by the Building Code Act be made on a form approved by the Minister of Housing. This form is uniform throughout the province of Ontario and is available from the following sources:

- The Town of Markham Building Standards Division offices
- Our web site at [www.markham.ca/markham/channels/buildstd/permitapp/permitapplication.htm](http://www.markham.ca/markham/channels/buildstd/permitapp/permitapplication.htm)
- The Ministry of Housing web site at [http://www.obc.mah.gov.on.ca/scripts/index\\_.asp](http://www.obc.mah.gov.on.ca/scripts/index_.asp)

The Ontario Building Code requires all applicable fields on the permit application form to be completed. It is the applicant's responsibility to make sure all information is complete and correct. An application may be refused where it is not.

### Section A: Project Information

This section of the form requires the permit applicant to provide details about the location of the proposed construction or demolition. The following information must be provided:

- The correct municipal address (including the suite or unit number) where the construction or demolition is being proposed;
- The correct legal description of the property;
- An estimated value of the proposed construction; and
- The area of work as defined by the Town of Markham Building By-law:  
[http://www.markham.ca/markham/channels/buildstd/permitapp/buildingbylaw\\_fee.htm](http://www.markham.ca/markham/channels/buildstd/permitapp/buildingbylaw_fee.htm).

### Section B: Applicant

The Ontario Building Code now requires an application for a permit to be made by the owner of the property on which the proposed construction or demolition is to take place or by an authorized agent of the owner. Please note that the applicant is the person responsible for the application and becomes the primary contact for any correspondence or inquiries sent or made by the Town of Markham Building Standards Division. The applicant must:

- Identify themselves as either the owner or the authorized agent of the owner by checking the applicable box. Where the applicant is an authorized agent of the owner, written authorization from the owner may be required.
- Provide the required contact information for the person responsible for the permit application.

An owner or authorized agent of the owner may be an individual or a corporation. Where the applicant is a corporation, the first and last name of the individual acting on behalf of the corporation must be provided.

### Section C: Owner

Where the applicant as noted above is the owner, this section can be left blank. The Ontario Building Code defines an owner as the registered owner, a lessee or a mortgagee in possession. In buildings containing leased space, the owner can be either the registered owner of the property or the legal name of the tenant who leases the building or space where the construction is proposed.

## Section D: Builder

For the construction of a new *home* as defined by the *Ontario New Home Warranties Plan Act*, information about the registered builder or the general contractor must be provided on the application form. Where the home is to be constructed by a *builder* as defined by the *Ontario New Home Warranties Plan Act*, the name of the *builder* as registered with TARION shall be provided. Where the new *home* is to be constructed by the owner or someone other than a *builder* as defined by the *Act* (such as the person named in Box C of the Declaration of Applicant for a Building Permit form), the name of that person shall be provided. For all other construction, the name of the general contractor or other person in charge of the construction should be provided if it is known at the time of permit application.

## Section E: Purpose of Application

This section requires the applicant to indicate by checkmark, the nature of work and to provide a general description of the proposed work being applied for. Where the proposed work is for renovations or alterations, be as specific as possible. The section also requires the applicant to declare the proposed use of the building after construction is complete and where applicable, any current or previous use that existed on the premises before construction is commenced. This information is required in the determination of building code and zoning requirements.

## Section F: TARION Warranty Corporation (Ontario New Home Warranty Program)

This section applies where a permit application is being made for the construction of a new *home* as defined by the *Ontario New Home Warranties Plan Act* (<http://www.e-laws.gov.on.ca>). Information about new home warranty can also be obtained from TARION at <http://www.tarion.com/home/>.

- i. Where the application is for a new *home* as defined, the applicant must check the 'Yes' box. Where the application is for the construction of a building other than a new *home*, the applicant must check the 'No' box and then proceed to Section G.
- ii. The *Ontario New Home Warranties Plan Act* requires that where a new *home* is being constructed by a *vendor* or *builder* as defined by the *Act*, the *vendor* or *builder* must be registered with TARION. Accordingly, if the home is being constructed by a *vendor* or *builder* the applicant must check the 'Yes' box. Where the home is being constructed by someone other than a *vendor* or *builder*, such as a person acting as their own general contractor to build their own home to occupy, the applicant must check the 'No' box and the home will not be eligible for enrolment or coverage under the *Ontario New Home Warranties Plan Act*.
- iii. Where the answer to question (ii) is 'Yes', the registration number of the *vendor* or *builder* must be provided.

Please note that for the construction of a new home, the applicant must also submit a completed *Declaration of Applicant for Building Permit* form at the time of permit application. The form is available at the Town of Markham Building Standards Division offices.

## Section G: Attachments

The Ontario Building Code requires the attachments cited in this Section to accompany every permit application. An application may be refused where any of the required attachments are not submitted. Further information is available from the Town of Markham Building Standards Division.

## Section H: Declaration of Applicant

Section H requires the applicant to declare that the application form, attached schedules and documentation submitted with the permit application is true to the best of their knowledge. Where the application is being made by an individual representing a corporation, that individual must have the authority to bind the corporation. The applicant must clearly and legibly print their name and sign and date the form attesting to the information provided and statements made.