

SCHEDULE J



**Town of Essex  
Building Department**

**BUILDING PERMIT APPLICATION SUBMITTAL ACKNOWLEDGEMENT**

The Ontario Building Code Act, through Ontario Regulations O. Reg. 146/95 has been amended such that for the Class of Building listed below to be constructed, a building permit shall be issued or refused within \_\_\_\_\_ days.

LOCATION OF WORK: \_\_\_\_\_

The following documentation must be submitted to form a COMPLETE APPLICATION.

| Item   | Submitted                    |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| Completed Provincial Application Form                                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Schedule 1: Designer Information   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Schedule 2: Sewage System Installer Information                          | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Submission of ____ sets of drawings                                      | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Proof of Ownership (i.e. transfer/deed of land)                          | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Site Plan  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| TARION Declaration Form  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Clearance from the Essex Region Conservation Authority                   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Municipal Addressing Letter  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Street Opening Permit  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Submission of ASHRAE 90.1 or National Model Energy Code Compliance Forms | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Compliance with Applicable Law Declaration                               | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Compliance with all Site Plan Control Conditions                         | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Compliance with all Servicing/Subdivision Conditions                     | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

If any of the above answers is N, then your application is deemed INCOMPLETE. The missing information must be submitted prior to the issuance of the permit.

If all the above are Y or N/A, then, the application is deemed COMPLETE and a building permit shall be issued within \_\_\_\_\_ days.

**DECLARATION**

I, the undersigned \_\_\_\_\_, an the authorized

- Owner
- Agent of Owner, and

I, acknowledge that if the application is deemed INCOMPLETE, then, the time frames of Article 2.4.1.1B of the Ontario Building Code has been complied with by the Town.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Witness's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of C.B.O.*

\_\_\_\_\_  
*Date*