



*Municipality
of
West Perth*

Chief Administrative Officer

Will Jaques
B.A., M.P.A.

Clerk

Susan Cronin

Treasurer

Karen McLagan
AMCT, CGA

Operations Manager

Mike Kraemer

Chief Building Code Official

Robert B. McLean

Box 609

169 St. David St.
Mitchell, ON

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(519) 348-8429

(519) 348-8935 Fax
email:

www.westperth.com

Mayor

Walter McKenzie

Deputy Mayor

Bill French

Councillors

Doug Eidt
Barbara MacLean
Murray McIntosh
Annamarie Murray
John Nater
Mike Tam
Nicholas Vink
Larry Wight
Gordon Young

TO: ALL BUILDING DEPARTMENT CUSTOMERS

RE: Driveway Permit Application.

It is important that you fill out **all** the pertinent sections of the forms in ink.

Indicate all contractors and subcontractors who are working on your project:

- Driveway contractor: _____
- Paving/concrete contractor: _____
- Interlocking stone contractor/supplier: _____

- **NOTE:** All Utilities must be notified and the Utilities Notification List (attached) must be completed and submitted with your driveway application before a driveway permit will be issued.

Also, please provide **1 copy of your survey or accurate, scaled drawings** for your project indicating the location of the required property information as outlined in the Driveway Policy (attached).

**BE ADVISED THAT WE CANNOT ISSUE A PERMIT UNLESS
YOUR APPLICATION IS COMPLETE.**

RE-INSPECTION FEE: Where an inspection is called for and the project is not ready for inspection, a rescheduling fee of \$75 will be charged.

If you have any questions, please feel free to call the Building Department at 348-8429 Ext. 230.

Robert B. McLean, CBCO
Chief Building Code Official & Zoning Administrator
Ext. 226

Update January 1st, 2012

Application for a Permit to Construct or Demolish

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

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

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

A. Project information 911 Address

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work <u>12</u>	

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 ()

Turn Over

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 <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 - OFFICE TO COMPLETE				
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). 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 <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 is 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 which this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto 2E5 (416) 585-6666.

NOTIFICATION OF UTILITIES – for Driveway Permit Application

NOTE: You, the applicant, shall contact all Utilities listed below, obtain the name of the authorized representative of the Utility that you spoke to, the date the Utility located the service and return the form to the Building Department of the Municipality of West Perth along with your Driveway Permit Application.

UNION GAS1-800-400-2255

Date service located: _____ Confirmation#: _____

Authorized Representative: _____

BELL CANADA1-800-400-2255

Date service located: _____ Confirmation#: _____

Authorized Representative: _____

AMERICAN WATER CANADA (Water for Mitchell & Dublin)348-4940

WEST PERTH POWER (Hydro for Mitchell & Dublin)348-8458

or

HYDRO ONE (north of Francis St. & south of Frank St.)1-888-664-9376

Date service located: _____

Authorized Representative: _____

MUNICIPALITY OF WEST PERTH (sanitary service)348-8429

➤ Ask for Mike Kraemer, Operations Manager, Ext. 231

Date service located: _____

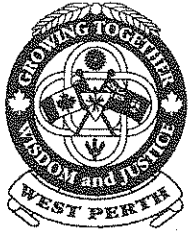
Authorized Representative: Mike Kraemer

MITCHELL-SEAFORTH CABLE TV345-2341

**PAVING OR CONCRETE CONTRACTORS, INTERLOCKING STONE
SUPPLIERS & INSTALLERS NOTIFIED**

RE: Driveway permit policy

- B& S Construction
- Creative Dreamscapes
- Cronin Concrete Contracting
- Dave Oldenburger Construction
- Diamond Concrete
- Donegan Haulage
- Ed's Concrete Products
- Festival City Concrete
- Fraser Asphalt Paving
- H&L Forming
- Huron Concrete
- JF Skinner Builders
- K&D Rose Construction
- Kramers Concrete
- Lafarge Canada
- Lavis Contracting
- McCann Paving Inc.
- McCann Redi-Mix
- McMillan Construction
- Mervada Construction
- Merv's Patios
- Moffatt & Powell
- Nicholson Concrete
- Perth Concrete Products
- Randy Dewetering
- Rona Cashway Building Centre
- Ross Yantzi's Pavestone Plus
- Schoonderwoerd Bros. Concrete
- Smoothcrete Inc.
- Steve Ryan Contracting
- Steve Smith Construction
- Thompson Concrete
- Tim Walker Concrete
- Tri-County Brick Co.
- Yundt Brothers Construction
- Zehrs Interlocking & More



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**Policy for New Driveway Surfacing and Existing Driveway
Resurfacing in the Urban Serviced Areas of West Perth
Requiring Building Permit**

PREAMBLE:

To eliminate the problems experienced by the Water and Operations Departments with regard to the installation of driveways being placed over water service valves and sewer inspection cleanouts without proper elevation and protection of these services and to identify a municipal standard for the replacement of a portion of driveway due to a service repair

POLICY:

No person shall cause a driveway to be surfaced with materials other than gravel until a Building Permit for the installation of the driveway has been issued in compliance with the following requirements. All water service valves and inspection caps located within the driveway area shall be elevated and accessible to the finished surface of the proposed driveway material.

Information required with application for permit:

Property information shall include:

1. identification of front and side lot lines
2. existing foundation and setbacks
3. add identified grades and existing drainage requirements to the front of the lot
4. confirm location all services on the property i.e. gas, water, hydro, cable tv, telephone, sanitary and storm sewers
5. confirm finished elevations of water shutoff valve, sanitary and storm inspection caps
6. identify elevation and location of sidewalks and street curbs (if applicable)
7. surfacing material and specifications of concrete, asphalt, paving brick or other acceptable material
8. parking area and space requirements as defined in 5.19 of Comprehensive Zoning By-law No. 100-1998

Minimum Specifications:

- Concrete shall be designed, mixed, placed, cured, and tested in conformance with CAN3-A438-M.
- Compressive Strength of unreinforced concrete after 28 days shall be not less than 32 MPa for all exterior flatwork.
- Admixtures shall conform to CA3-A266.1-M, "Air Entraining Admixtures for Concrete" or CAN3-A266.2-M, "Chemical Admixtures for Concrete", as applicable.

Minimum Specifications: (continued)

- Asphalt surfacing shall be a minimum mix of HL3 Spec. OPS 310
- Concrete paving units shall meet ASTM C936

Where a sidewalk is required and not yet installed, no permanent driveway surfacing shall be permitted until such time that the sidewalk has been established.

Where a sidewalk has been completed prior to the installation of the driveway, the sidewalk shall not be removed to allow the driveway to be installed continuously through the sidewalk area.

Where a driveway has been completed and a problem arises with access to a water valve or sewer inspection cover, the property owner shall be responsible for any repairs required on their respective property and the Municipality shall be responsible for any repairs to the property line.

Where a repair has been made, the Municipal Standard for the replacement of the portion of the driveway on the municipal property shall be to the minimum requirements for the concrete or asphalt standard noted above.

Accepted by Committee Feb. 23, 2006
Approved by Council Feb. 27, 2006