



# ONTARIO BUILDING CODE

## REVIEW & ADMINISTRATION APPLICATION

NOTE: FEES ARE NON-REFUNDABLE

<b>APPLICATION TYPE</b>					
OBC - Pre-consultation Alternative Solution Permit/Application Extension Stock Plans	OBC - Occupancy /Inspection Letter Transfer of Permit Limiting Distance Agreement Grading Release	OBC - Committee of Adjustment Permit Revision (re-design) Demolition Permit Agreement Other:			
<b>Project Location</b>					
Municipal Number:	Street Name:	Street Type (Rd, St, Ave)	Street Direction (N, S, E, W)		
Unit #:	Lot #:	Community: Ancaster    Dundas    Flamborough    Glanbrook    Hamilton-Proper    Stoney Creek			
Scope of Work/ Reasons for Application:					Added Construction Value: PERMIT #:
<b>Applicant Information</b>					
Applicant Name:					
Mailing Address:				City	Postal Code
Phone Number:		Fax Number:		Email Address:	
Applicant Signature:					Date:
<b>Owner Information</b> (Required for Transfer of Permit, Revision of Permit, Limiting Distance Agreement & Demolition Permits)					
Owner Name:					
Mailing Address:				City	Postal Code
Phone Number:		Fax Number:		Email Address:	
<b>Plan Submission Checklist</b>					
					Plan Provided:
• <b>Site/Plot Plan</b>					Yes    No
• <b>Floor Plans</b>					Yes    No
• <b>Section Plans</b>					Yes    No
• <b>Elevation Plans</b>					Yes    No
• <b>Other</b> Describe:					Yes    No
<b>FOR OFFICE USE ONLY</b>					
Receipt Number:	Staff Initials:	Folder Number::	COA File No./ OBC Version:	Date Received:	

The personal information collected on this form will be used to contact you for the administration of performing record searches as authorized under the *Municipal Act, 2001, section 227*. If you have any questions regarding the collection of the information please contact the Building Division at 905.546.2720.

# OBC REVIEW & ADMINISTRATION

## Application Requirements

1. A completed application with the required submission information must be submitted in person and received at the Building Division front counter by a Building Division staff member.
2. All drawings submitted must be prepared by a professional engineer or architect licensed in Ontario or qualified designer in compliance with the Ontario Building Code requirements.
3. The review of a proposed development or construction project made under this application will be limited to the review for compliance with the current Ontario Building Code.

## OBC COMPLIANCE REVIEW:

The OBC review will be limited to the information, details and plans provided by the applicant. This application does not substitute the requirement of obtaining a building permit in the normal manner for the proposed development or construction project. The following OBC review services are available:

### Pre-consultation:

Formal written responses for the review of a pre-consultation or pre-permit application submission will be completed by a Building Engineer and an OBC Compliance Review letter will be issued to the applicant within 5 working days.

### Occupancy Letter/ Inspection Requests:

Formal written responses for inspection results or occupancy will be completed by a Building Inspector and an OBC Compliance Review letter will be issued to the applicant within 5 working days.

### Committee of Adjustment – Clearing of a Condition:

For clearing of a COA Condition a site plan and applicable drawings are required to be submitted with the application. i.e. floor, elevation and/or section plans.

## ALTERNATIVE SOLUTION:

An *alternative solution* submitted to the *Chief Building Official* for review shall be accompanied by supporting documentation prepared by a licensed *professional engineer* or *architect*, or both in conformance with Section 2.1.[C] of the OBC that demonstrates the compliance with Article 1.2.1.1.[A]. Supporting documentation must include any testing data, results and reports that substantiate the alternative solution proposal.

## TRANSFER OF PERMIT:

The Owner Information section must be provided/completed. A transfer request that has applicable proprietary design drawings must also include authorization that grants use of the design drawings.

## PERMIT REVISION:

Revision fees are applicable for changes initiated by the applicant/designer to an existing issued building permit or current building permit application under review.

## PERMIT/APPLICATION EXTENSION:

Applications for extension of an active permit application or issued permit due date must be accompanied by a written request from the permit applicant or permit holder. The request must provide details and reasons to justify and warrant an extension.

## LIMITING DISTANCE AGREEMENT:

A limiting distance agreement to satisfy spatial separation and exposure protection requirements in conformance with sentence 3.2.3.1.(8) [B] of the OBC, must be completed between the property owner and the City of Hamilton. The executed agreement must be registered against the title of the property.

## FEES:

These fees are non-refundable.