

BUILDING PERMIT APPLICATION – OTHER

Includes Renovations, Demolitions, Additions, Decks, Ramps, Structural Alterations, Farm Buildings, Wood Stoves, Car Ports, Attached Garages, Sunrooms, Solar Panels, etc.

HOW TO OBTAIN A BUILDING PERMIT

When a building permit is required, an application must be filed with the Building Department using the following forms. Once submitted with all the necessary documentation, a permit **may** be issued **after** the application has been reviewed to ensure compliance with the Ontario Building Code, the Township Zoning By-law and any other applicable regulation. A plans review document, detailing the deficiencies of your submission, if any, may form part of your building permit. The Chief Building Official is responsible for the issuance of all building permits.

Other Land Use Approval permits may be required from such agencies as the Ministry of Transportation, depending on the nature of the project and the specific location of the site.

Building permit fees are listed in **Schedule “A” of [By-Law 3759-2025](#)**. All required **fees** must be paid before the permit can be issued.

Please follow each of the steps below. Should you feel that one of the steps is not required, please contact the Chief Building Official for confirmation.

Step 1: Septic Permit

Submit an application for a Permit to Construct or Demolish to South Nation Conservation when installing septic systems.

[South Nation Conservation Application for a Permit to Construct or Demolish](#)

Step 2: Entranceway

If your property requires an entranceway, please complete the following form and submit it at the Township office.

NOTE: As it can take time to determine the requirements of an entranceway and then to install it, please apply for your entranceway as early in the process as possible, preferably before you apply for your building permit. Do not wait and include it with your building permit package. Entranceways are installed by the Public Works Department, not the Building Department so please bring your application and payment to the township office to be processed separately.

Entranceway Application

Entrances onto county roads (see list below) will require the applicant to acquire approval from the United Counties of Leeds & Grenville's Roads Department prior to receiving a building permit. You can find their Entranceway Application on their [website](#).

County Roads:

County Roads Department
United Counties of Leeds and Grenville
P.O. Box 729 Brockville, Ontario K6V 5V8
Tel: (613) 342-2710
Fax: (613) 342-2101

County Roads in Augusta Township

County Road 2 (Brockville to Prescott, a.k.a. Highway 2)
County Road 6 (Brockville to North Augusta)
County Road 15 (Maitland to Merrickville, a.k.a. the Maitland/Merrickville Rd.)
County Road 18 (Prescott to Oxford Mills)
County Road 21 (North Augusta to Spencerville)
County Road 26 (a.k.a. 3rd Concession)
County Road 31 (County Road 2 to County Road 26, a.k.a. Blue Church Road)
County Road 45 (a.k.a. Brockchem Road)

Step 3: Authorization for Applicant to Act as Agent

If someone else is applying for a building permit on your behalf or will be discussing your project with the Chief Building Official on your behalf, the following form will need to be signed by you – the landowner – and submitted with your application.

Agent for Registered Landowner

Step 4: Building Permit Application

All applicants must complete, sign and date the [Application for a Permit to Construct or Demolish](#) as well as the [Roles & Responsibilities Declaration](#) Form, the [Site & Drainage Plan](#) Form and the [Construction Details](#) form.

The completed application form must be accompanied by the following:

1. **A deed** may be required indicating the name of the **current registered owner** of the property for which the permit is to be issued.
2. **A site plan** showing the **location of all existing and proposed buildings or additions, any hydro lines, water courses, pipelines, railway tracks and wells or septic systems and leaching beds** on the lot in relation to the property
3. Provide a reasonable and clear **plan showing water drainage** and run off, satisfactory to the Municipal Drainage Superintendent or Designate.
4. **Drawings (2 Sets)** of the proposed works, **fully dimensioned and showing sufficient detail** in order to determine compliance with the building code and any other applicable **One set of drawings are to be printed, the 2nd set is to be submitted in PDF format by email to kmorrell@augusta.ca.*
5. **Truss layout, truss package and joist system layout** must be submitted to the building department prior to the framing inspection request.
6. **Sewage System Permit, or Maintenance Inspection, application** for all new construction, additions and renovations are required to be submitted to South Nation Conservation (see Step 1). A building permit cannot be issued prior to South Nation approval.

If you have any questions regarding any part of this process, please call or email the Chief Building Official, Karen Morrell at 613-925-4231 ext. 106, kmorrell@augusta.ca.

**SCHEDULE A
BY-LAW 3759-2025**

BUILDING

ITEM	FEE	NOTES
Compliance Letter	\$100.00	
Fast Tracked Compliance Letter	\$150.00	Within 48 hours
Occupancy Permit, (new construction)	\$95.00	
Residential Buildings	1.00/sq ft	
Partially finished basement, non-living space	\$.85/sq ft	Excludes building services mechanical area
Accessory Buildings	\$.50/sq ft	
Solar Panels	\$.30/sq ft	Plus, engineering report on structural adequacy of building
Designated Structures	\$10.00 per \$1,000.00 of evaluation cost	
Agricultural Use Structures	\$.25/sq ft	Max. \$750.00 Building up to 20,000 sq ft
Agriculture Use Structures	\$.05/sq ft	Building over 20,000 sq ft
Commercial/Industrial	\$.40/sq ft	
Demolition Permit	\$110.00	
Pool Permits	\$95.00	Pool only
Tents	\$95.00	Greater than 646 sq ft
Decks, pool decks, porches, gazebos	\$.50/sq ft	
Plumbing	\$11.00/fixture	
Woodstove permits	\$95.00	Does not include WETT
Conditional Permit	\$110.00	
Re-inspections/Plan re-examination	\$95.00	2nd + inspections/ 2nd + examinations
Change of use permit	\$.35/sq ft	
Transfer or Renewal permit	\$95.00	With no changes
Insulation/vapour barrier retrofit	\$95.00	
Hydronic heating or Radon Piping	\$95.00	
Misc. inspections	\$95.00	
Revision permit	\$95.00	Based on new construction fees or min amount.
Revocation of Permit	65% of permit value	Minimum \$95
Building without a permit	Double the cost of the Permit	
Refundable deposit, new residential	\$500.00	After final inspection Deductions may apply

Non-refundable deposit	\$95.00	Applied to permit cost
Orders issued under the Building Code Act	\$250.00	
Inspections required beyond two years from date of permit issuance	\$250.00	
Alternative Solutions	\$1,000.00	Plus, any third-party review costs.

Minimum fee \$95.00

The amount of fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

- (a) 80% of the fees if administrative functions only have been performed;
- (b) 70% of the fees if administrative and zoning functions only have been performed;
- (c) 45% of the fees if administrative, zoning and plan examination functions have been performed;
- (d) 35% of the fees if the permit had been issued and no field inspections have been performed subsequent to permit issuance;
- (e) 5% of the fees shall additionally be deducted for each field inspections have been performed after the permit has been issued;
- (f) Notwithstanding Section 1 above, no refund shall be made of an amount less than \$25.00;
- (g) Refunds shall not be granted unless the owner requests a refund in writing to the CBO within six (6) months of issue of the permit; and
- (h) Requests for partial refunds due to changes in the estimated construction values must be submitted in writing to the CBO within six (6) months of substantial completion of the project.

**"SCHEDULE "B"
OF BY-LAW 3413**

RESPECTING PLANS OR WORKING DRAWINGS

List of Plans or Working Drawings (2 sets required) to accompany application for permits.

- 1) The Site Plan
- 2) Floor Plans
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans/Truss Plans
- 6) Energy Efficiency Design Summary
- 7) Reflected Ceiling Plans
- 8) Sections and Details
- 9) Building Elevations
- 10) Electrical Drawings
- 11) Heating, Ventilations and Air Conditioning Drawings
- 12) Plumbing Drawings

NOTE: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.



AUGUSTA TOWNSHIP

Entranceway Application

- Entrance ways will be installed by the Township of Augusta under By-Law 3711-2024.
- Please attach a cheque in the amount of **\$125.00** made payable to THE TOWNSHIP OF AUGUSTA to this application for the Permit Fee or pay in person at the office. (A refund of \$75 will be refunded if the application is denied).
- The owner making the request for the installation is responsible for paying 100% of the cost.
- Entrance ways are not applicable to County Roads or Provincial Highways through the Township of Augusta.
- One (1) stake must be placed where the owner wishes to have the center of their entrance way before the site approval takes place and will be notified of dates and changes if necessary.
- Culvert extension costs will be determined by the Public Works Manager (as required).

Name of Applicant: _____

Mailing Address: _____

Home Phone: _____ **Cell Phone:** _____

Other Contact (please specify): _____

Civic #: _____ **Township Road:** _____

Lot: _____ **Con:** _____ **Plan:** _____

Roll #: 0706 000 0 _____ **Building Permit #:** _____

Type of Entranceway: New Installation Re-installation

 Extension or Alteration Relocation



AUGUSTA TOWNSHIP

I, _____, hereby apply to the Corporation of the Township of Augusta for permission to construct, alter and/or change the use of the entrance way described above and do hereby agree to conform to the Township's conditions, standards and specifications governing entrance ways.

I DECLARE THAT I UNDERSTAND THE CONTENTS OF BY-LAW 3711-2024:

SIGNATURE OF APPLICANT: _____

DATE: _____

OFFICE USE:

Permit Fee Received: Yes No Date: _____

Entrance Way Approved: Yes No

Size of Culvert: _____ Entrance Way Cost: \$_____

Date Paid: _____ Invoice #: _____

Date Installed: _____



AUGUSTA TOWNSHIP
3560 County Road 26
Prescott, ON K0E 1T0
Phone: 613-925-4231 Fax: 613-925-3499

AUTHORIZATION FOR AN APPLICANT TO ACT AS AN AGENT FOR THE REGISTERED LANDOWNER

I, _____, being the legal owner of the
property located at (Civic address) _____,
in the Township of Augusta authorize _____
whose phone number and mailing address is _____

to Act as an agent on my behalf.

Signature of Registered Landowner

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 (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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). 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.			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 <i>Building Code Act, 1992</i> .			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 <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.			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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

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			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

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 Professional Engineers 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:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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;</p> <p><u>OR</u></p> <p>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.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			



Application submitted to: The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

Roles and Responsibilities of the Builder or to Whom a Permit is Issued

- Comply with BCA/OBC; 8.(11)
- Complete applications with required info.; 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., BCA1.(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 bldg. 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 contractors 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 railway tracks are as described in section 6.38 and 6.42.1 of Zoning By-Law #2965.
- Canadian National Railway runs through Augusta Township. (CNR) 1-888-888-5909
- Minimum clearance to pipelines is 30 meters from the pipeline right of way. Pipeline Public Awareness 1-855-458-6715
- New residential development shall be setback a minimum distance in accordance with MDS calculations as per section 6.42.3. of Zoning By-Law #2965.

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



Application submitted to: The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

DECLARATION OF BUILDER, APPLICANT OR OWNER

I, _____ declare that I have read and understood
the information and agree to abide by these roles and responsibilities listed above.

Signature

Date



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NOTES: