

## Building Permit Requirements

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### Residential Solar Panels

**NOTE TO APPLICANTS:** The following permit application information applies to solar collectors that are being installed on the roof of detached or semi-detached dwellings, freehold townhomes, row houses, duplexes and live-work units. The following information is required at submission. Complete submissions can be processed within 10 business days.

#### Building Permit Application

1. **Completed building permit application** consisting of:

- "Schedule 1: Designer Information"
- "Owner's Authorization for Agent to Make an Application", if applicable
- Commitment to General Review from Engineer

2. **One (1) copy** of plans including:

**For Solar Domestic Hot Water:**

- Roof Plan showing the location of the proposed solar collectors including dimensions and the number of panels and the type of construction used for the existing roof (i.e. engineered trusses at 24" o.c. or list size and spacing of roof rafters / joists)
- Plan(s) and section drawings to include the following information:
  - A floor plan showing the location of the hot water tank, circulation pump and heat exchange
  - The type of heat exchanger proposed (single or double wall etc.)
  - The medium used for heat transfer (i.e. type of glycol)
  - Schematic drawings including the location and type of backflow preventer (if applicable)

**For Solar Photovoltaic:**

- Roof Plan showing the location of the proposed solar collectors including dimensions and the number of panels and the type of construction used for the existing roof (i.e. engineered trusses at 24" o.c. or list size and spacing of roof rafters / joists)
- Engineering details for the solar collectors and their connection to the existing roof and confirmation from a structural engineer that the impact of the installation of the collector and associated equipment will not adversely affect the existing roof structure

**General Building Inquiries:**  
buildingpermit@innisfil.ca  
705-436-3710



*Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.*

## **Fees & Issuance**

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

**General Building Inquiries:**  
buildingpermit@innisfil.ca  
705-436-3710

**Nottawasaga Valley Conservation Authority**  
www.nvca.on.ca  
705-424-1479

**Lake Simcoe Region Conservation Authority**  
www.lsrca.on.ca  
905-895-1281



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]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> 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. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> 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. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
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.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). 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.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, 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 Association of Professional Engineers of Ontario.

# COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEER

**PART A – TO BE COMPLETED BY OWNER**

Project Description:

Permit Application No.

Address of Project:

Municipality:

**WHEREAS the building code requires that the project described above be designed and reviewed during construction or demolition by an architect, a professional engineer or both that are licensed to practice in Ontario, and**

**WHEREAS Ontario law prohibits the construction or demolition of a building if a permit has not been issued to authorize it, and**

**WHEREAS architects and engineers are prohibited by law from undertaking general review of construction if a permit has not been issued,**

NOW THEREFORE the Owner, who intends to construct or demolish or have the building constructed or demolished, hereby confirms that:

1. The undersigned architect and/or professional engineers have been retained to provide general review of the construction or demolition of the building to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption; and
4. Construction or demolition will only be undertaken if an architect and/or professional engineers are retained to undertake general review, and a permit authorizing the proposed construction or demolition has been issued.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Owner's Name:

Date:

Owner's Address:

Telephone:

Signature of Owner:  
(or authorized agent)

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

**PART B – TO BE COMPLETED BY CONSULTANTS**

The undersigned architect and/or professional engineers hereby certify that they have been retained to provide general review of the parts of construction or demolition of the building indicated, to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the OAA and/or PEO.

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

**Owner's Authorization for  
Agent to Make an Application**



**Town of Innisfil  
Building Department**  
2101 Innisfil Beach Road,  
INNISFIL, ON L9S 1A1  
Tel : 705-436-3710  
1-888-436-3710  
Fax: 705-436-7120

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Location: \_\_\_\_\_

The undersigned, being the owner(s) of the above referenced property, authorizes

\_\_\_\_\_

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail
_____	
Signature of Authorizing Officer ( I have authority to bind the Corporation )	