

Application No:	Address:	Date:
-----------------	----------	-------

The Building Code Act prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the building code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Services Department.

If the answer is YES to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has not been obtained, the agencies listed on the back of this form must be contacted to obtain approval and the declaration on the bottom of this form must state accordingly.

	Yes	No	Office Use Only
Zoning By-Laws • City Planning Services Division			
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>	
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>	
Planning Approval • City Planning Services Division			
Does this development require site plan approval from the Planning Division?	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage • City Planning Services Division			
Are you demolishing a building that is listed on the City's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>	
Construction & Fill Permits • Lakehead Region Conservation Authority			
Does the property abut a ravine, watercourse, wetland or shoreline?	<input type="checkbox"/>	<input type="checkbox"/>	
Building & Land Use Permits • Ontario Ministry of Transportation			
Is the property within 45m of a highway or 180m from any highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property within 395m of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>	
Is this a major traffic generating project located within 800m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Approvals • Ontario Ministry of Environment			
Is a Record of Site Condition required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>	
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>	
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Conductor Clearances • Electrical Safety Authority			
Are there any overhead electrical conductor wires within 5.5m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>	
Clean Water Act • Lakehead Region Conservation Authority			
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>	
Agriculture & Farms • Ontario Ministry of Agriculture and Food			
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>	
Child Care Centres • Ontario Ministry of Education			
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Public Lands Act • Ontario Ministry of Natural Resources			
Is work being carried out on public land?	<input type="checkbox"/>	<input type="checkbox"/>	
Education Act • Ontario Ministry of Education			
Is this project being carried out on the property of an educational facility?	<input type="checkbox"/>	<input type="checkbox"/>	
If so, is any or all buildings on the property being fully or partially demolished?	<input type="checkbox"/>	<input type="checkbox"/>	
Fortification of Land • City Licensing and Enforcement Division			
Does this project include fortification of land, or any structure on the property?	<input type="checkbox"/>	<input type="checkbox"/>	
Easements • City of Thunder Bay and Other Utilities			
Does your property contain easements used by or under the control of local utilities? (If unsure, contact the Land Registry Office at (807)343-7436 to confirm)	<input type="checkbox"/>	<input type="checkbox"/>	

DECLARATION		
I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:		
<input type="checkbox"/>	1. None of these applicable law approvals apply to this project.	
<input type="checkbox"/>	2. Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.	
<input type="checkbox"/>	3. Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.	
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).		
Name:	Signature:	Date:

Applicable Laws & Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **not** administered by the Building Services Division. The fastest way to obtain a building permit is to ensure all of these other approvals are completed (or do not apply) before applying for a building permit. The Building Services Division is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Zoning, Planning & Heritage

Contact: City of Thunder Bay, Planning Services Division at 807-625-2216

[Planning Act, s. 34 or 38, 46, 47](#)

Zoning by-laws restrict such things as land use, lot size, building size and setbacks. If your project does not comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

[Planning Act, s. 41](#)

Site Plan Control Approval is required for some new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans will be approved.

[Ontario Heritage Act, s. 27\(3\), 30\(2\), 33, 34, 34.5, 34.7\(2\), 40.1 & 42](#)

Thunder Bay has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Specific areas have also been established as Heritage Conservation Districts. Planning and/or City Council approval for demolition, alteration and construction is required if your property is affected. Contact City Clerk's Office (625-2897) for more information.

Conservation Authority Permits

Contact: Lakehead Region Conservation Authority at 807-344-5857

[Conservation Authorities Act, s.28\(1\)\(c\)](#)

Development within certain conservation regulated area requires a construction and fill permit from the conservation authority before any building permit can be issued. LRCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation at 807-473-2000 or 1-800-465-5034

[Public Transportation and Highway Improvement Act, s.34 or 38](#)

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Contact: Ministry of Environment at 807-475-1205 or 1-800-875-7772

[Environmental Protection Act, s.46,47,168.3,138.6\(1\)](#)

Ministry of Environment approvals are required when any of the following apply: (A) A property of Industrial, Community or Commercial use is changed to more sensitive Residential, Institutional, Agricultural, or Parkland use; (B) for major government, industrial and commercial projects where defined by regulation; (C) property was formerly used for landfill or waste disposal; and (D) renewable energy projects.

Source Water Protection

Contact: Lakehead Region Conservation Authority at 807-344-5857

[Clean Water Act, s.59](#)

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official.

Agriculture & Farms

Contact: Ministry of Agriculture, Food and Rural Affairs at 1-877-424-1300

[Nutrient Management Act 2002, s.11.1, Milk Act s.14](#)

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before building permit can be issued.

Child Care Centres

Contact: Ministry of Education at 807-474-2890 or 1-800-465-5020

[Child Care and Early Years Act, 2014](#)

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Public Land

Contact: Ontario Ministry of Natural Resources

[Public Lands Act, S.2 Ontario Regulation 453/96](#)

It is illegal to construct or place a building, trail, water crossing or road, fill shore lands, remove aquatic vegetation, or construct or place a structure or combinations of structures on public land without authority and a proper work permit.

Educational Facilities

Contact: Ontario Ministry of Education

[Education Act, S. 194](#)

Approval from the Minister is required for a school board to sell, lease or otherwise dispose of a school site, part of a school site or property or demolish a building on a school site.

Fortification of Land

Contact: City of Thunder Bay By-Law Enforcement Division 1-807-625-2710

[Municipal Act, 2001 s.133\(4\)](#)

Excessive fortification of land (barriers to prevent or hinder access to land or buildings) or excessive protective elements (ie. video surveillance or electrical fencing) applied to the land is prohibited.