

**THE CORPORATION OF THE
TOWN OF NIAGARA-ON-THE-LAKE
BY-LAW NO. 2025-059**

BUILDING PERMIT BY-LAW

BEING A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING CONSTRUCTION, DEMOLITION, CHANGE OF USE, OCCUPANCY, TRANSFER OF PERMITS AND INSPECTIONS.

WHEREAS pursuant to the Building Code Act, S.O. 1992 c.23 as amended, the Lieutenant Governor in Council has established a Building Code which is in force throughout Ontario;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992 c.23 as amended empowers Council to pass by-laws respecting construction, demolition, change of use, transfer of permits, inspections, and the setting and refunding of fees.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE ENACTS AS FOLLOWS:

SHORT TITLE

This By-law may be cited as the "Building Permit By-Law".

PART I - DEFINITIONS

- 1.1 In this By-law;
 1. "Act" means the Building Code Act, 1992, S.O. 1992, c.23, as amended.
 2. "After-Hour Services" as available means, when authorized by the Chief Building Official, an expedited plan examination service conducted outside the normal review process with no guarantee of earlier permit issuance.
 3. "Applicant" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, including but not limited to the Architect, Professional Engineer, Contractor and/or builder.
 4. "Architect" means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Building Code.
 5. "Building Code" or "OBC" means any regulation made under section 34 of the Act.
 6. "Chief Building Official" means a Chief Building Official appointed through a By-law by the Corporation of the Town of Niagara-on-the-Lake for the purposes of enforcement and administration of the Act.
 7. "Construct" or "construction" means construct as defined in subsection 1(1) of the Act.
 8. "Corporation" means the Corporation of the Town of Niagara-on-the-Lake.
 9. "Demolish" or "demolition" means demolish as defined in subsection 1(1) of the Act.
 10. "Inspector" means an inspector appointed through a by-law by the Corporation of the Town of Niagara-on-the-Lake for the purposes of enforcement of the Act.

11. "Limiting Distance Agreement" is an agreement between abutting land owners and the municipality which allows the limiting distance to be measured to a point beyond the property line of a property as detailed in Div. B, sentences 3.2.3.1.(11) and 9.10.14.2.(4) of the OBC.
12. "Occupancy Permit" means a permit authorizing occupation of a building or part of a building prior to its completion as set out in Div. C, Subsection 1.3.3. of the OBC.
13. "Owner" means the registered owner of a property and includes a lessee, a mortgagee in possession, and any person who proves to the satisfaction of the Chief Building Official that they are the authorized agent of the owner of a property.
14. "Permit" means permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and OBC.
15. "Permit Holder" means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.
16. "Professional Engineer" means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the OBC.
17. "Registered Code Agency" means a registered code agency, as defined in subsection 1(1) of the Act.
18. "Sewage System" means a sewage system, as defined in the OBC.
19. "Town" means the Town of Niagara-on-the-Lake.
20. "Work" means construction or demolition of a building or part thereof, as the case may be.

1.2 Words or terms not defined in this By-law shall have the meaning ascribed to them in the Act and/or the OBC.

PART II - CLASSES OF PERMITS

2.1 Set out – Schedule A

Classes of permits required for construction, demolition or change of use are set forth in Schedule "A" attached to this By-law.

PART III - PERMITS

3.1 File application – on forms – prescribed

To obtain a permit, an applicant shall file an application electronically or in writing, on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs and Housing website, www.mah.gov.on.ca, and supply any other information relating to the application, as required by the Chief Building Official.

3.2 Information submitted – Chief Building Official

3.2.1 Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

1. Where application is made for a construction permit under subsection 8(1) of the Act, the applicant shall:
 - a) use the provincial application form, "Application for a Permit to Construct or Demolish";

- b) include complete plans and specifications, documents and other information as required by Div. C, 1.3.1.3.(5) of the Building Code and as described in this By-law for the work to be covered by the permit;
- c) provide a completed Commitment to General Review by Architects and/or Professional Engineers form where a building is required to be designed by an Architect or a Professional Engineer [Div. C, subsection 1.2.1. of the OBC];
- d) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule "C" attached to this By-law.

2. Where an application is made for a demolition permit under subsection 8(1) of the Act, the applicant shall:

- a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- b) Where the demolition of a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3 of the OBC], include applicable plans and specifications, documents and other information as required by Div. C, 1.3.1.1.(3) and Div. C, 1.3.1.3.(5) of the OBC and as described in this By-law for the demolition to be covered by the permit;
- c) include a completed "Demolition Clearance Form" as set out in Schedule "F" of this By-Law;
- d) receive comments from the Town of Niagara-on-the-Lake Heritage Planner;
- e) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule "C" attached to this By-law; and
- f) Commitment to general review form, if applicable.

3. Where an application is made for a conditional permit under subsection 8(3) of the Act, the application shall:

- a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- b) include complete plans and specifications, documents and other information as required by Div. C, 1.3.1.3.(5) of the OBC and as described in this By-law for the work to be covered by the permit;
- c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- f) be subject to the applicant entering into an agreement as provided for in subsection 8(3) of the Act; and
- g) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule "C" attached to this By-law.

4. Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:

- a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- b) describe the building in which the occupancy is to be changed, by a description

that will readily identify and locate the building;

- c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the OBC, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system, if any;
- e) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule "C" attached to this By-law.

5. Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7.(1)(h) of the Act, the application shall:

- a) use the application form in Schedule "D" of this By-Law
- b) provide the names and addresses of the previous and new land owner;
- c) provide the date that the land ownership change took place;
- d) describe the permit that is being transferred;
- e) Letter from lawyers to address deposit being held; and
- f) provide all applicable documentation as set out in Part 4 of this By-law, Subsection 4.1. to 4.4. of this By-law, and Schedule "C" attached to this By-Law

6. Any applicant wishing to make an application for a sewage system permit under the provisions of Division B Part 8 of the Building Code shall do so by making application to the Regional Municipality of Niagara.

3.3 Incomplete Applications

3.3.1 An application is deemed to be incomplete [Div. C, 1.3.1.3.(6)(a) OBC] if:

- 1. The application does not contain the plans and specifications prescribed by this By-law,
- 2. The application does not contain the information and documents prescribed by this By-law which enable the Chief Building Official to determine whether the proposed building, construction or demolition will contravene any Applicable Law as defined in the OBC;
- 3. The proposed building, construction or demolition will contravene any Applicable Law, or
- 4. Payment of application fee is not received in full.

3.3.2 The Chief Building Official will provide reasons for the decision in writing to the applicant in accordance with Div. C, 1.3.1.3.(6)(b) of the OBC.

3.4 Partial permits – requirements

3.4.1 The Chief Building Official may consider approval of a portion of the building or project prior to the issuance of a permit for the entire building or project where,

- 1. An application has been made and all applicable fees have been paid; and
- 2. Complete plans and specifications covering the portion of the work for which immediate approval is desired have been filed with the Chief Building Official.

3. Additional drawings. Specifications as required by CBO to determine compliance with OBC.

3.4.2 Where a partial permit is requested, the full building or project application is deemed to be incomplete.

3.5 Partial permits – limitations

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the area or stage of work for which approval was given, nor that approval will necessarily be granted for the entire building or project.

3.6 Inactive permit application

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

3.7 Alternative Solutions

Where a proposed material, system or building design differs from the “acceptable solution” in Division B of the OBC, then it is treated as an “alternative solution”. The following information shall be provided to the Chief Building Official, along with the application in Schedule “E” attached to this By-law, in support of the alternative solution:

1. A description of the proposed material, system or building design for which an alternative solution is requested.
2. Documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the OBC in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in Supplementary Standard SA-1, as stipulated in Div. A, 1.2.1.1(1)(b).
3. Documentation described in Div. C, article 2.1.1.1. and such other information or documentation as may be required by the Chief Building Official.
4. Each application for consideration of an alternative solution shall be accompanied by a non-refundable fee as stipulated in Schedule “A” attached to this By-law.
5. Payment of alternative solution application fee.

3.8 Occupancy Permits

3.8.1 Buildings described in Div. C, sentence 1.3.3.1. (1) of the OBC

An occupancy permit for buildings described in Div. C, sentence 1.3.3.1.(1) of the OBC, other than dwelling units, including additions and renovations to those buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.1.(2) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.2 New residential buildings described in Div. C, article 1.3.3.4. of the OBC

An occupancy permit for new residential buildings described in Div. C, article 1.3.3.4. of the OBC, [including detached, semi detached and most townhomes], shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.4.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.3 Buildings described in Div. C, article 1.3.3.5. of the OBC

An occupancy permit for buildings described in Div. C, article 1.3.3.5. of the OBC shall be issued where the Chief Building Official has determined that the requirements for

occupancy in Div. C, sentence 1.3.3.5.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

PART IV - PLANS AND SPECIFICATIONS

4.1 Information sufficient to determine conformity

Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the OBC and any other Applicable Law.

4.2 Complete set of plans required unless specified

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by a complete set of the plans, documents and specifications as described in this By-law and Schedule "C" attached to this By-law.

4.3 Plans drawn to scale on durable material – legible

Plans shall be drawn to a legible scale and submitted on an electronic media approved by the Corporation. If plans are drawn and submitted on paper, the plans shall be drawn to a legible scale and the paper size shall be a maximum size of A3 (297mm x 420mm) or 11" x 17".

4.4 Site plans referenced to plan of survey – certified

Site plans may be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the OBC or other Applicable Law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall clearly indicate:

1. Rights-of-way, easements and municipal services;
2. Municipal Service as applicable, when required
3. Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
4. Existing and proposed finished ground levels or grades.

4.5 Surveyor's confirmation/certificate – location of foundation

A surveyor's confirmation, prepared by a registered Ontario Land Surveyor, shall be submitted and approved prior to commencement of the framing or the above grade portion, and shall confirm the location of the foundation or foundations on the lot for any new dwelling, or addition to a dwelling (including detached, semi-detached, duplex, triplex, fourplex, and row house). Elevations shall be given for either the top of foundation or the bottom of footing. A surveyor's certificate may be required at the discretion of the Chief Building Official.

4.6 Lot grading plans

In the case of a lot in respect of which an accepted master overall grading plan has been filed with the Town, (such as Subdivision agreement or other multiple lot agreement) and not yet assumed by the Town, a detailed Lot Grading Plan approved by the developer's Professional Engineer who is responsible for the overall subdivision grading design, certifying thereon that the detailed Lot Grading Plan conforms to the master overall grading plan filed with the Town.

In the case of:

1. A lot in respect of which no accepted master grading plan or other grading plan has been filed with the Town, or

2. A lot in respect of which an accepted overall master grading plan has been filed with the Town in which the developer is no longer responsible for the development of the subdivision, or
3. A lot in respect of which an accepted single lot grading plan has been filed with the Town (such as a single lot development or grading agreement).

A detailed Lot Grading Plan approved by a Professional Engineer or an Ontario Land Surveyor, certifying that the detailed Lot Grading Plan conforms with the grading plan filed with the Town, or that the drainage scheme depicted on the detailed Lot Grading Plan will be compatible with the existing drainage patterns, in the case there is no grading plan filed with the Town.

4.7 As constructed plans

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building and final grade elevation

4.8 Plans – property of Corporation

Plans and specifications furnished according to this By-law or otherwise required by the OBC and the Act become the property of the Corporation and will be dealt with in accordance with all relevant legislation.

4.9 Discretion of Chief Building Official

The Chief Building Official may waive the requirements of Part 4 of this By-law or Schedule "C" attached to this By-law with respect to any particular applications. Where the Chief Building Official exercises his/her discretion as set out in this section, the requirements of this By-law are deemed to be modified accordingly.

PART V - REGISTERED CODE AGENCIES

5.1 Registered Code Agency – hired by Chief Building Official

The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in subsection Div. C, 1.3.1.3. of the OBC.

5.2 Duties of Registered Code Agency

The registered code agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

PART VI - FEES AND REFUNDS

6.1 Fees – Schedule "A"

- 6.1.1 The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule "A" attached to this By-law and the applicant shall pay such fees.
- 6.1.2 If a fee cannot be calculated in accordance with the calculation method indicated within Schedule "A" attached to this By-law, or where no new floor area is created, or where materials, systems or equipment regulated by the OBC render it impractical to determine the permit fee on the basis of the classifications noted in this Schedule, the permit fee payable shall be determined based on the estimated construction value of the project, or as determined by the Chief Building Official.
- 6.1.3 The Chief Building Official shall calculate the fee and the applicant shall pay such fee upon application except that where the permit fee is in excess of \$50,000 an applicant may elect to pay 50% of the full permit fee at the time of building permit

application and the balance at time of permit issuance.

6.1.4 No permit shall be issued until all fees and deposits have been paid in full.

6.2 Revisions to permits – fee

Where the applicant for a building permit or other permit makes material changes to plans, specifications or calculations after submission to the Chief Building Official for approval, the Chief Building Official may increase the required permit fee or fees by applying the rates in Schedule "A" attached to this By-law to these changes and require payment of such increased fee or fees before permits or approvals are issued.

6.3 Work prior to permit issuance at any stage of construction – fee

Any person and/or Corporation who commences construction, demolition or changes the use of a building before a building permit has been issued by the Chief Building Official, shall in addition to any other penalty under the Act, OBC, or this By-law, pay an additional fee equal to 100% of the amount calculated as the full permit fee for the entire project, as detailed in Schedule "A" attached to this By-law, in order to compensate the Corporation for the cost of the additional administrative and regulatory actions incurred by such early start of work without a permit. Where a project receives phased permits, the additional fee shall be based on the overall permit fee.

6.4 Additional fee and penalty

Payment of the additional fee in section 6.3 shall not relieve any person and/or other corporate entity from complying with the OBC and other Applicable Law or from any penalty prescribed by the Act for commencing construction prior to obtaining a building permit.

6.5 After hours service— fee

Where the applicant for a building permit requests an After hour service, additional fees as detailed in Schedule "A" attached to this By-law shall apply.

6.6 Conditional permit – fee

Where the applicant for a building permit requests and is granted a conditional permit, additional fees as detailed in Schedule "A" attached to this By-law shall apply.

6.7 Limiting distance agreement – fee

Where the applicant for a building permit enters into a limiting distance agreement, additional fees as detailed in Schedule "A" attached to this By-law shall apply.

6.8 Administrative fees

Fees collected under this Section are not refundable unless specifically stated in this By-law.

6.9 Refunds

6.9.1 Where there is a written request for a refund of permit fees paid, the Chief Building Official shall determine the amount of the fees to be refunded in accordance with Schedule "B" attached to this By-law.

6.9.2 There shall be no refund of permit fees where a permit has been revoked under paragraphs 8(10)(a) or (f) of the Act.

6.10 Minimum permit fee – not refundable

Notwithstanding 6.9, no refund will be made, which shall result in the retention by the Town of Niagara-on-the-Lake of a sum less than the minimum permit fee payable.

6.11 Deposits

6.11.1 Every permit application for work shall require the submission of a deposit, unless otherwise specified by the Chief Building Official, in accordance with Schedule "A". The deposit is to be retained by the Town until completion of the project as security to facilitate compliance with Lot Grading requirements, the Act, the Building Code, this by-law, and other permit requirements.

6.11.2 The deposit shall also be held by the Town to cover repair costs associated with damage to municipal sidewalks, curbs, boulevards, roads, water or sewer services, existing driveway entrances or any other municipal property which may arise from the work associated with the construction or demolition authorized by the permit. If in the opinion of the Town, such damage has occurred, the permit holder must repair the damage to a standard equal or better than that which existed prior to the damage, as approved by the Town.

The Town may give the permit holder or the owner an opportunity to repair the damage within a reasonable time frame, or, if the damage creates an unsafe condition, may cause the damage to be repaired immediately by the Town or by contractors hired by the Town.

If the permit holder or owner does not repair the damage within the specified time frame, the Town may authorize all or a portion of the deposit to be retained for repair costs. However, the Town is under no obligation to repair the damage immediately and may postpone repair until such time as it sees fit.

Should the cost of repair be greater than the amount of the deposit, the Town shall invoice the owner or the permit holder the amount in excess of the deposit, and if such bill is not paid, the Town may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section 427 of the Municipal Act.

6.11.3 Where a deposit has been taken and a detailed Lot Grading Plan submitted pursuant to this by-law, a Final Lot Grading Certificate shall be provided to the Town within 1 year of building occupancy, approved by a Professional Engineer, or an Ontario Land Surveyor, certifying thereon that the finished elevations and the grading of the lot, as constructed, generally conforms to the detailed Lot Grading Plan accepted with the permit application.

If the Final Lot Grading Certificate has not been submitted within 1 year after building occupancy, the Town may use the deposit submitted to retain a Professional Engineer, or an Ontario Land Surveyor, to provide the required Final Lot Grading Certificate. Should the cost of this exceed that of the deposit collected, the Town shall invoice the owner or the permit holder the amount in excess of the deposit, and if such bill is not paid, the Town may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section 427 of the Municipal Act.

6.11.4 The deposit shall be returned to the person who paid the deposit upon completion of the final inspection and once the Town is satisfied that there is no damage to municipal property and the building permit file is closed.

6.12 Changing Permit Fees

6.12.1 Compliance with Div. C, 1.9.1.2. of the OBC

Prior to passing a By-law to change any fees listed under Schedule "A" attached to this By-law, the Town of Niagara-on-the-Lake shall comply with the requirements set under Div. C, 1.9.1.2. of the OBC.

6.13 Permit fees to be rounded to the nearest whole dollar.

PART VII - TRANSFER OF PERMITS

7.1 Application – completed by new owner

Where the ownership of the land is transferred after a permit is issued, the ownership of that permit may be transferred if the new land owner completes the transfer permit application form in accordance with the requirements of Part 3 of this By-law.

7.2 Fee – Schedule “A”

A fee shall be payable on an application for a transfer of permit as provided in Schedule “A” attached to this By-law.

7.3 New owner – permit holder – upon transfer

The new owner shall, upon the transfer of a permit, be the permit holder for the purpose of the Act and the OBC.

7.4 Permit closure

Documentation to be provided from each owner’s lawyer to advise the Chief Building Official of what is to be done with the refunding of the original deposits paid, upon completion of the permit.

PART VIII - REVOCATION OF PERMITS

8.1 Notice of Revocation

Prior to revoking a permit under sub-section 8(10) of the Act, the Chief Building Official may serve a notice by personal service or electronic service to the permit holder.

8.2 Deferral of revocation

A permit holder may, within fifteen (15) business days from the date of service of a notice under this Part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, OBC or other Applicable Law may allow the deferral, in writing.

8.3 Fee for deferral

A request for deferral shall be accompanied by the non-refundable fee therefore set out in Schedule “A” attached to this By-law.

PART IX - LIMITING DISTANCE AGREEMENT

9.1 Entering into an agreement

An applicant may enter into a limiting distance agreement with the Town of Niagara-On-The-Lake as provided for in Div. B, 3.2.3.1.(11) or in Div. B, 9.10.14.2.(4) of the OBC.

PART X - NOTICE REQUIREMENTS FOR INSPECTION

10.1 Notice prior to each stage – Chief Building Official

10.1.1 The permit holder shall notify the Chief Building Official of each stage of construction for which a mandatory notice is required under Div. C, 1.3.5.1. of the OBC. The permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Div. C, 1.3.3.1, 1.3.3.2, 1.3.3.3., 1.3.3.4 and 1.3.3.5. of the OBC are complied with.

10.1.2 In addition, the permit holder shall notify the Chief Building Official of the following stages of construction as required under Div. C, sentence 1.3.5.2.(1) of the OBC:

- a) substantial completion of heating, ventilating, air-conditioning and air contaminant

extraction equipment,

- b) substantial completion of site grading,
- c) substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop systems for a public pool or public spa, and
- d) completion of a building for which an occupancy permit is required under Article 1.3.3.4 or 1.3.3.5

10.2 Effective when received – Chief Building Official

A notice pursuant to this part of the By-law is not effective until received by the Chief Building Official.

10.3 Time periods – inspections

Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in Div. C 1.3.5.3. of the OBC and Section 11 of the Act.

PART XI - MODIFIED REQUIREMENTS

11.1 Code of Conduct

The Chief Building Official and inspectors shall be governed by the Town's Code of Conduct for Building Officials and Inspectors Policy PDS-BLD-004

11.2 Environmental Impacts

11.2.1 The applicant and/or contractor shall make every effort to minimize the amount of dust generated during demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual demolition.

11.2.2 Consideration for neighbouring properties shall be given when construction processes generate dust. The Ministry of Environment and/or Ministry of Labour will be contacted when complaints occur.

11.2.3 Where the applicant and/or contractor believes that hazardous materials exist in a building, the Ministry of Environment & the Ministry of Labour shall be contacted and an assessment shall be made prior to the start of demolition. Hazardous materials shall be safely removed as required by the respective authority(ies).

11.2.4 If required by the Chief Building Official, a report from a Professional Engineer with respect to the impacts of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts may be submitted as part of an application for construction and/ or demolition.

11.2.5 If required by the Chief Building Official, full or partial draping of a building under construction, particularly high-rise projects, may be required in order to mitigate potential impact of flying debris on neighbouring properties and pedestrians.

PART XII – REPEAL ENACTMENT

12.1 Previous By-law

By-Law 4115-07 and all of its amendments are hereby repealed.

12.2 Short title

This By-law may be referred to as the Building Permit By-law.

12.3 Schedules

The Schedules attached to this By-law are a part of this By-law.

12.4 Effective date

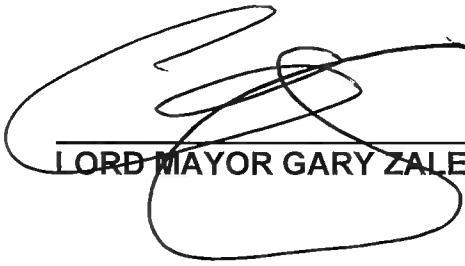
This By-law comes into force immediately upon the passing thereof.

Part XIII - CONTRAVENTION OF BY-LAW OFFENCE

13.1 Offence

Any person who contravenes this by-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Building Code Act, 1992, S.O. 1992, c.23, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28TH DAY OF OCTOBER
2025**



LORD MAYOR GARY ZALEPA



TOWN CLERK GRANT BIVOL

SCHEDULE “A”

For updated Building Fees please refer to applicable Building Fees schedule from our website page.

SCHEDULE "B"
REFUND OF PERMIT FEES

1. Unless required by sentence 2, the permit fees that may be refunded under subsection 6.9 of this By-law will be a percentage of the permit fees payable.

Work Performed	Refund
(a) Administration where no plans examination has commenced	90%
(b) Administration and Zoning and/or Plans examination only has commenced	45%
(c) The permit has been issued and no field inspections have taken place	35%
(d) The permit has been issued and field inspections have been performed subsequent to the permit issuance	35% reduced by 5% for each field inspection performed

2. Notwithstanding sentence 1 above, no refund is to be made which shall result in the retention by the Town of a sum less than the minimum permit fee.
3. No refund will be payable if the permit is cancelled or revoked one year after issuance.

SCHEDULE "C"

SCHEDULE OF DRAWINGS, SPECIFICATIONS AND DOCUMENTS REQUIRED FOR CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS

1.1 Sets/copies of the following list of drawings, specifications and documents are required, if applicable, to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to Clause 7(1)(b) of the Act, 1992 as amended:

a) Demolition (Full or partial)

- (i) Proof of those arrangements have been made with the proper authorities for the cutting off and capping of all water, sewer, gas, electric and telephone or other utilities and services. [Pre-demolition Clearance Form]
- (ii) Description of the structural design characteristics of the building and method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official, Div. C, 1.3.1.1.
- (iii) Where a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3. of the OBC], provide a completed Commitment to General Review by Architects and Professional Engineers form.
- (iv) Where a building, or property, is designated under Part IV or Part V of the Ontario Heritage Act, the owner must, in consultation with the Municipal Heritage Committee, request permission from Council to demolish or remove any building or structure located on the designated property.
- (v) Where a property is listed on the Town's Heritage Resource Inventory, the owner must give Council 60 days notice, in writing, of the owner's intention to demolish or remove a building or structure located on the listed property.
- (vi) Site plan drawings with indication for building being demolished.

b) Residential Deck or Porch Permit

- (i) Site plan (property survey)
- (ii) Foundation plan
- (iii) Floor plan (framing)
- (iv) Elevation(s)
- (v) Cross-section with connection to existing building detail and detail of guards

c) Residential Accessory Buildings

- (i) Approved lot grading, drainage and servicing plan (where applicable)
- (ii) Site plan (property survey)
- (iii) Foundation plan / floor slab

(v) Building elevations (min. 4)

(vi) Building section (min. 1)

d) Residential Addition or Renovation Permit

- (i) Approved lot grading, drainage and servicing plan (where applicable)
- (ii) Site plan (property survey)
- (iii) Foundation plan
- (iv) Floor plan (one per floor & include framing)
- (v) Building elevations (min. 3)
- (vi) Building section (min. 1)
- (vii) Private sewage system evaluation where applicable
- (viii) Heat loss/heat gain calculations and furnace make/model and duct design layout (where applicable)
- (ix) Radon Mitigation Form

e) New Residential Detached or Semi-Detached House

- (i) Approved lot grading, drainage and servicing plan
- (ii) Where applicable, a complete on-line sewage system permit application
- (iii) Site plan (property survey)
- (iv) Floor plan (one per floor)
- (v) Floor and roof framing plans/truss specifications sealed by Professional Engineer
- (vi) Building elevations (min. 4)
- (vii) Building section (min. 1)
- (viii) Mechanical ventilation form
- (ix) Heat loss / heat gain calculations and furnace make/model and duct design layout
- (x) Energy Efficiency Design Summary
- (xi) Radon Mitigation Form

f) New Residential Townhouse, Tri-plex or Four-plex

- (i) Approved lot grading, drainage and servicing plan

- (iii) Floor plan (one per floor)
- (iv) Floor and roof framing plans / truss specifications sealed by a Professional Engineer
- (v) Building elevations (min. 4)
- (vi) Building section (min. 1)
- (vii) Mechanical ventilation form
- (viii) Heat loss / heat gain calculations and furnace make/model and duct design layout
- (ix) Energy Efficiency Design Summary
- (x) Radon Mitigation Form

g) New Residential Apartment Building

- (i) Approved lot grading, drainage and servicing plan
- (ii) Approved Site Plan (agreement and drawings)
- (iii) Geotechnical Investigation Report (2 copies)
- (iv) Site plan (property survey)
- (v) Floor plan (one per floor)
- (vi) Foundation plan and details (include de-watering & shoring where applicable)
- (vii) Floor and roof structural plans
- (viii) Building elevations
- (ix) Building sections
- (x) Window & door / hardware schedules
- (xi) Room finish schedules
- (xii) Mechanical drawings (plumbing and HVAC)
- (xiii) Electrical drawings (lighting, fire alarm system)
- (xiv) Sprinkler shop drawings if applicable
- (xv) Standpipe shop drawings if applicable
- (xvi) Energy Efficiency Design Summary
- (xvii) Radon Mitigation Form

h) New Non-Residential Building or Addition (Part 3 or 9 Building)

- (ii) Approved Site Plan (agreement and drawings)
- (iii) Geotechnical Investigation Report (2 copies)
- (iv) Site plan (property survey)
- (v) Floor plan (one per floor)
- (vi) Foundation, framing and roof plans
- (vii) Building elevations
- (viii) Building section (min. 1)
- (ix) Window schedule
- (x) Door & hardware schedule
- (xi) Wall sections and/or details
- (xii) Mechanical plans (plumbing & HVAC)
- (xiii) Electrical plans (general lighting, emergency/exit lighting, and fire alarm system)
- (xiv) Automatic sprinkler and standpipe drawings where applicable
- (xv) Private sewage system evaluation where applicable
- (xvi) Energy Efficiency Design Summary
- (xvii) Radon Mitigation Form

i) Non-Residential Renovation (Part 3 or 9 Building)

- (i) Site plan (property survey), and/or key plan
- (ii) Floor plan(s)
- (iii) Door, hardware and partition schedule
- (iv) Building elevations if exterior work proposed
- (v) Building section if exterior work proposed
- (vi) Mechanical plans (plumbing & HVAC) where applicable
- (vii) Electrical plans (lighting, fire alarm system) where applicable
- (viii) Energy Efficiency Design Summary

j) Designated Structures

- (i) The following plans prepared and stamped by a registered Architect or

- (iii) Approved lot grading, drainage and servicing plan
- (iv) Site plan (property survey)
- (v) Floor plan and roof plan (where applicable)
- (vi) Elevations (where applicable)
- (vii) Sections and details (where applicable)
- k) Commercial Exhaust Hood (NFPA 96)
 - (i) Floor plan
 - (ii) Mechanical plan, details and section
- l) Electro-Magnetic Locking Devices
 - (i) Floor plan
 - (ii) Electrical plan, details of inter-face with fire alarm system
- m) Plumbing or Backflow Prevention Devices ONLY Plumbing
 - (i) Plumbing Layout – Floor Plan & Details
- n) Backflow Prevention Devices
 - (i) Schematic drawing of backflow preventer in system including expansion tank, strainer & existing equipment (water meter)
 - (ii) Site plan or floor plan showing location of backflow preventer
 - (iii) Specification for the backflow preventer & other parts
 - (iv) For existing ICI buildings where the backflow is for a sprinkler system provide complete sprinkler system hydraulic calculations (including backflow) & a riser drawing showing the location of the backflow preventer. All drawings & calcs must be stamped by a Professional Engineer.
- o) Private Water & Sewer Systems Permits ONLY (Site Servicing)
 - (i) Approved Site Plan or Partial Site Plan Approval (agreement and drawings)
 - (ii) Property Survey (Architectural Site Plan)
 - (iii) Site Services plans (showing all sanitary, storm, domestic water and fire mains) sealed by a Professional Engineer
 - (iv) Cross sections & profiles sealed by a Professional Engineer
 - (v) Details and general notes sealed by a Professional Engineer

2.1 Unless otherwise specified by the Chief Building Official plans or working drawings showing and detailing the following information shall accompany all building permit applications. A building permit application is not complete until such plans are attached to it.

2.2 The site plan (property survey) drawing shall show:

- (i) Survey property boundaries and dimension, all building lines, bearing of meters and bounds and compass orientation (legal description),
- (ii) The location, use, height and dimensions of any existing and proposed building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings, common element lines (where applicable),
- (iii) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable, and
- (iv) All existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site.

2.3 The lot grading, drainage and servicing plan(s) shall show:

- (i) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections,
- (ii) Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow, and
- (iii) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.

2.4 The architectural drawings shall show:

- (i) OBC matrix, foundation and grade details,
- (ii) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names,
- (iii) All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information,
- (iv) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.,
- (v) Barrier free details. and
- (vi) Specifications where applicable.

2.5 The structural drawings shall show:

- (i) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading,
- (ii) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
- (iii) All lintels, column and beam locations and their size and snowdrift loading,
- (iv) Where applicable de-watering report and shoring or pile driving,

- (v) Flow Control Roof Drainage Declaration to be completed,
- (vi) Seismic details, and
- (vii) Specifications where applicable.

2.6 The mechanical and electrical drawings shall show:

- (i) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural,
- (ii) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural,
- (iii) Sprinkler and standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads,
- (iv) Integration of life safety system,
- (v) Seismic details, and
- (vi) Specifications where applicable.

2.7 The following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- (i) Real property report (survey plan) prepared by an Ontario Land Surveyor,
- (ii) Driveway access permit approved by the authority having jurisdiction as may be applicable,
- (iii) Approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems where applicable,
- (iv) Where applicable, approvals by agencies such as but not limited to the Ontario Ministry Environment, Ontario Fire Marshall's Office, Niagara Peninsula Conservation Authority, Niagara Escarpment Commission, Ministry of Transportation, Ministry of Health and Long Term Care, Niagara Region Infrastructure Planning and Development Engineering Public Works – Private sewage systems, and Niagara Parks Commission
- (v) Minister's Rulings from the Ministry of Municipal Affairs and Housing, with respect to products not addressed in the OBC, and
- (vi) Such other approvals as may be required to demonstrate compliance with Applicable Law.

SCHEDULE "D"
TRANSFER OF PERMIT APPLICATION



Town of Niagara-on-the-Lake - Building Services
 PO BOX 100, 1593 Four Mile Creek Road, Virgil, ON L0S 1T0
 905-468-3266 www.nolt.com

Application for Transfer of Permit to New Owner

For use by Principal Authority (Town of Niagara-on-the-Lake)			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to the Chief Building Official of the municipality			
A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Related (Building) Permit			
B. Applicant Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> 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 ()	
C. New 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 ()	
D. Declaration of Applicant			
I _____ certify 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. I have reviewed the work of previous Permit _____. 3. I have authority to bind the corporation or partnership (if applicable).			
Date	Signature of applicant		
E. Previous Owner			
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. Declaration of Previous Owner			
I _____ certify 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. I have reviewed the work of previous Permit _____. 3. I have authority to bind the corporation or partnership (if applicable).			
Date	Signature of previous owner		
G. Purpose of Application			
<input type="checkbox"/> Complete Project Works Specified in Permit Obtained by Previous Owner			
H. Responsibility for Work			
New owner will assume responsibility for all work completed under previous permit including work performed by previous owner.			
I. Attachments			
1. Attach copy of new deed verifying ownership of subject property.			

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 the Chief Building Official of the municipality.

SCHEDULE "E"
ALTERNATIVE SOLUTION APPLICATION



Town of Niagara-on-the-Lake - Building Services
1593 Four Mile Creek Road
PO BOX 100, Virgil, ON L0S 1T0
905-468-3266 www.notl.com

Application for an Alternative Solution

As per the Requirements of Division C, Article 2.1.1.1.

A. Project information			
Street address		Unit number	Lot/con.
Municipality Niagara-on-the-Lake	Postal code	Plan number/other description	
B. Applicant - Person Responsible for Alternative Solution			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
Qualifications			BCIN # (If Applicable)
C. Description of Proposed Alternative Solution			

D. Applicable Division B Provisions

Sentence	Summary of Provision	For Office Use Only

E. Applicable Objectives and Functional Statements (Division A, Part 2 and 3)

F. Confirmation of Level of Performance			
Division B Requirement (Description of Level of Performance Div. B Achieves)	Alternative Solution (Description of Alternative Solution Level 01 Performance Achieved)	For Office Use Only	
G. Supporting Documentation/Attachments			
Include all documentation for testing, past performance and/or other evaluation to establish achievement with the level of performance required under article 1.2.1.1. of Division A. (if applicable) in support of Alternative Solution Application.			
	Author	Title of Document	For Office Use Only
1.			
2.			
3.			
4.			
5.			
H. Declaration of Applicant			
I _____ certify that: (print name)			
<ol style="list-style-type: none"> 1. AS per the requirements of Division A, Article 1.2.1.1., by using the Alternative Solution proposed, the Level of Performance required by the applicable Acceptable Solutions in respect of the Objectives and Functional Statements attributed to the Acceptable Solutions in Supplementary Standard SA-1 will be achieved. 2. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 3. I have authority to bind the corporation or partnership (if applicable). 			
Date _____ Signature of applicant _____			
Checklist for Application for Evaluation of Alternative Solution:			
<ol style="list-style-type: none"> 1. Completed Section A and B of this form 2. Completed Section C — Description of Proposed Alternative Solution 3. Completed Section D - Identification of and submission of testing and background information 4. Completed Section E - Code Analysis and Identification of applicable Division B (Acceptable Solution) provisions 5. Completed Section F - Identification of applicable linked pairs of objectives and functional statements 6. Completed Section G - Evaluation of level of Performance of applicable Division B provisions and Evaluation of level of Performance of proposed alternative solution 7. Completed Section H - Identification of assumptions, limiting or restricting factors including any information concerning any special maintenance or operation requirements 8. Payment of applicable fee 			

OFFICE USE ONLY		
Review by:	BCN:	Date:
Summary of Proposal		
Additional Applicable Division B Provisions not listed by applicant		
Numeric Reference	Summary of Provision	
Evaluation		

Conditions of Approval

Your application and supporting documentation in support of this application for approval of an Alternative Solution has been reviewed and the application is hereby:

- 1) Approved subject to Attached Conditions of Approval
- 2) Refused for the following Reasons:
 - a)
 - b)

Chief Building Official Name: _____ BCIN: _____

Signature _____ Date _____

Where an application for the Use of an Alternative Solution has been denied by the Chief Building Official the Applicant may:

- a) Appeal the decision to the Building Code Commission under Section 24 of the Building Code Act
- b) Appeal the decision to the Superior Court of Justice under Section 25 of the Building Code Act
- c) Apply to the Minister for a binding interpretation under Section 28.1 of the Building Code Act
- d) Comply with the Acceptable Solution as outlined in Division B of the Ontario Building Code

SCHEDULE "F"
DEMOLITION CLEARANCE FORM



Town of Niagara-on-the-Lake - Building Services
 1583 Four Mile Creek Road
 PO BOX 100, Virgil, ON L0S 1T0
 905-468-3288
www.nolti.com

Demolition Clearance Form

PROJECT INFORMATION		
Street No:	Street Name:	Postal Code:
Municipality:	Building Area (m ²):	Number of storeys:
Description and Use of Building to be Demolished:		

ONTARIO BUILDING CODE INFORMATION		
1. Does the building exceed three storeys in height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the building footprint exceed 600 m ² (6,458 ft ²)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the building contain pre-tensioned or post-tensioned members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will the proposed demolition extend below the level of the footings of any adjacent building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will there be any explosives or lasers used during the course of demolition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If the answer to any questions above is 'YES' the applicant shall, as required by the Ontario Building Code, retain a Professional Engineer to undertake the general review of the project during demolition. Further, the applicant shall submit, at the time of application, a completed General Review Commitment Certificate and letter detailing the structural design characteristics of the building and the method of demolition.</p>		

ENVIRONMENTAL CONSIDERATIONS		
6. Is there now or has there been an industrial use of this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is there a list of Designated Substances for the site and building as required under the Occupational Health and Safety Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are there any outstanding Orders issued by the Ministry of the Environment, Conservation and Parks or the Ministry of Labour in respect to this property or the owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the Environmental Protection Act? PCB's may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the structure contain Ozone Depleting Substances which require proper handling in accordance with application regulations under the Environmental Protection Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are there hazardous or "controlled products" on site as defined by the Workplace Hazardous Materials Information System (WHMIS)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: An answer of 'YES' to any of the questions above may indicate the presence of environmentally hazardous substances or building elements, which may require compliance with the Environmental Protection Act and the Occupational Health and Safety Act. See additional on the following page.

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Town of Niagara-on-the-Lake - Building Services
1593 Four Mile Creek Road
PO BOX 100, Virgil, ON L0S 1T0
905-468-3288
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Ministry of the Environment, Conservation and Parks

The Ministry of the Environment, Conservation and Parks requires you to have a plan to control emissions from your demolition site. Dust and other air pollution from demolition sites can impact greatly on the health and safety of people working or living close to the sites. Section 49 of Ontario Regulation 419/05 (regulation made under the Environmental Protection Act) states that no contaminant shall be carried beyond the limits of the property on which your construction or demolition is taking place unless every step necessary to control the emission of the contaminant has been implemented. The easiest way to control these emissions is to prepare a contaminant control plan. A plan should include, but not be limited to:

- a. Identification of the main source of emission.
- b. Potential causes for any high dust or contaminant emissions resulting from the identified sources.
- c. Preventive and control measures in place to control any emissions identified.

Inspection and maintenance procedures to ensure effective implementation of any preventive or control measures. Failure to control emissions from your site may result in stop work orders, tickets, or charges. If you have any questions or concerns regarding these requirements, please call the Niagara District Office of the Ministry of the Environment, Conservation and Parks at 905-704-3900.

Ministry of Labour

The Occupational Health and Safety Act requires the identification of Designated Substances and Hazardous Materials on construction sites. They also regulate shoring requirements for excavations. For any questions regarding the Occupational Health and Safety Act please contact the Ministry of Labour, Construction Health and Safety Branch, at 905-577-6221.

APPLICANT DECLARATION

I, _____ declare that:
(print name)

1. I am the owner/authorized agent of the owner named in the application for permit; and,
2. The information supplied on this checklist, and in the materials attached to the application for permit, are true to the best of my knowledge.
3. That I have arranged/will arrange with the proper authorities for the termination and capping of all services and utilities including, but not limited to, water, sewer, gas, electricity, telephone and cable.

Date

Signature of Applicant