

## **ONLINE BUILDING PERMIT APPLICATION**

**Step 1: Go to Online Building Permit application link on <https://eastferris.ca/en/>**



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Public Skating - NEW SCHEDULE



Did You Know?  
Signage Improvement



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Parks Donation  
Program



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Updates

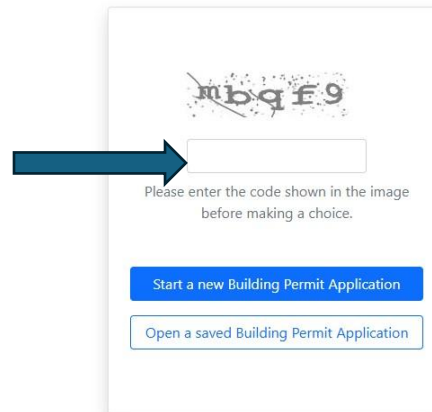


Did You Know?  
Community Improvement

## Step 2: Enter the code shown in image to start a new application



Apply for a building permit online



mbqf9

Please enter the code shown in the image before making a choice.

Start a new Building Permit Application

Open a saved Building Permit Application

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### Step 3: Enter your email to receive a link to start a new application



Apply for a building permit online

Please enter your email to receive a link to your new building permit application form.

Email address

[Send me the link](#)

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## Step 4: Check your email for application link



Apply for a building permit online

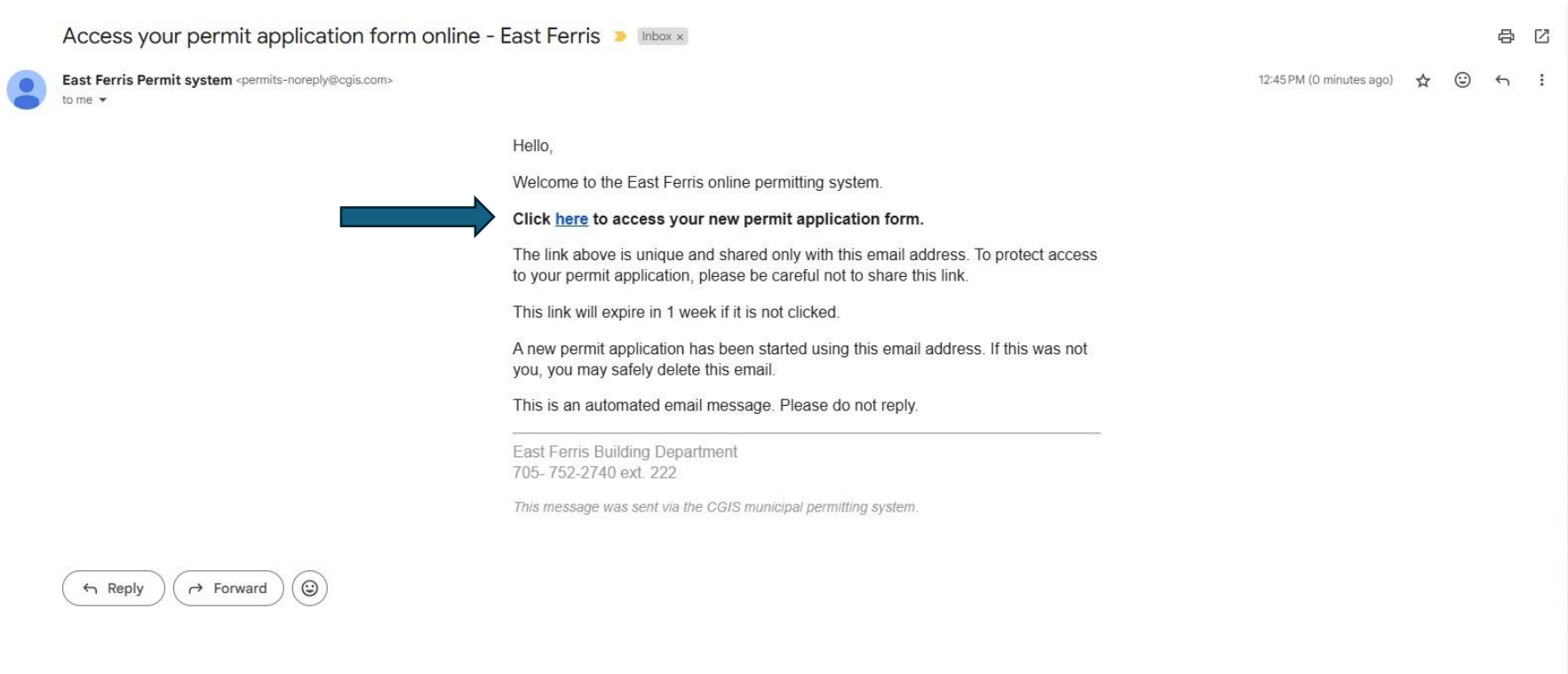


Please check your email for a link to the new application.

[Start another application](#)

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**Step 5: Click on “[here](#)” to start the new application and it will direct to East Ferris building permit application form**



## **Step 6: Enter the project site address, purpose, applicant and owner information as required.**



For help completing this application form, please refer to the [East Ferris Building Department Website](#) or call (705) 752-2740.

The primary email address for accessing this form and receiving notifications is: [singh.tekpreet@gmail.com](mailto:singh.tekpreet@gmail.com)

An asterix (\*) indicates a required field.

| Project site address                |                                  |                      |
|-------------------------------------|----------------------------------|----------------------|
| <input type="text" value="Search"/> |                                  |                      |
| * Civic / building #                | * Street name                    | Unit number          |
| <input type="text"/>                | <input type="text"/>             | <input type="text"/> |
| PO box                              | Lot                              | Con.                 |
| <input type="text"/>                | <input type="text"/>             | <input type="text"/> |
| Plan number / other description     | Roll Number                      |                      |
| <input type="text"/>                | <input type="text"/>             |                      |
| City/Town                           | Province                         | Postal Code          |
| <input type="text"/>                | ON <input type="text" value=""/> | <input type="text"/> |

## **Step 7: Enter the builder and Tarion Warranty information**

|  |                             |   |
|--|-----------------------------|---|
| Builder information (optional)   |                             | <input type="button" value="Add builder info"/> |
| Tarion Warranty Corporation (Ontario New Home Warranty Program)  |                             |   |
| i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, skip this section. | <input type="radio"/> *Yes  | <input type="radio"/> *No                       |
| ii. Is registration required under the Ontario New Home Warranties Plan Act?   | * <input type="radio"/> Yes | * <input type="radio"/> No                      |
| iii. If yes to (ii) provide registration number(s):  | <input type="text"/>        |   |

- i. Mark yes if it is a new home.**
- ii. If you are a builder or construction involves builder, provide with your Tarion Warranty information.**

**Step 8: Attach the Required documents, For example but not limited to; Building plans, Site plan, Schedule 1: Designer Information, Mechanical plans (HVAC and Plumbing), Energy Efficiency Design Summary, Septic Permit, and other required plans/documents for building permit application.**

Attach Documents

Please refer to the [East Ferris Building and Renovating Website](#) for information on required documents.

Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. [Download form](#)

Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. [Download form](#)

Attach a letter of authorization from the property owner should the applicant not be the owner. [Download form](#)

Attach a setback waiver form. [Download form](#)

Attach a proposed zoning setback form. [Download form](#)

Attach an occupancy form. [Download form](#)

Attach a Site Plan and/or Detailed Drawings (Required for most projects) – “Click to attach documents” button below

[Click to attach documents](#)

## Step 9: Answer the required questions

| 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).         | * <input type="radio"/> Yes      * <input type="radio"/> No |
|   | 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 Building Code Act, 1992, to be paid when the application is made.   | * <input type="radio"/> Yes      * <input type="radio"/> 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 Building Code Act, 1992.   | * <input type="radio"/> Yes      * <input type="radio"/> 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 Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. | * <input type="radio"/> Yes      * <input type="radio"/> No |
| iv)   | The proposed building, construction or demolition will not contravene any applicable law.   | * <input type="radio"/> Yes      * <input type="radio"/> No |

## **Step 10: Declare, sign and submit your application to building department**

### Declaration of applicant and submit application

I  declare that:

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.

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Add your electronic signature.

[Click to sign](#)

By submitting this form, I understand and acknowledge that the signature I have drawn above is the legal electronic representation of my signature.

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Upon submitting, the building department will be notified and staff will begin reviewing your application.

[Submit to Building Department](#)

**Step 11: You will receive an email with your filled building permit application, and you can view the status of your application by clicking at “[here](#)”**

Your permit application was submitted successfully. Building department staff will review it.


**A permit has not been issued. The project may not proceed until the building department has issued a permit.**

Application #: 2025-002

Site address: East Ferris

Work description: To construct a new garage

A PDF copy of the submitted application form is attached to this email for your records.

 **Click [here](#) to view the status of your permit application.** You may also use this link to attach additional or amended documents if requested by the building department.

The link above is unique and shared only with this email address. To protect access to your permit application, please be careful not to share this link. This link is the same as the original permit application form link and is provided here for convenience.

**Step 12: The link will direct you to Status page where you can check the status of your application and attach more documents**



Your application has been submitted successfully.

Please write down your application number for reference. It will also be emailed to [singh.tekpreet@gmail.com](mailto:singh.tekpreet@gmail.com)

|   |             |
|---|-------------|
| Project   |             |
| Address   | East Ferris |
| Status  |             |
| <b>Under Review - Permit Not Issued</b>               |             |
| <b>Work cannot commence until a permit is issued.</b> |             |
| Application   | 2025-002    |
| Submitted   | 3/17/2025   |

During the review of your application, staff may request additional or ammended documents. You can submit those digitally using this button.

[Click here to attach additional documents](#)