



OBC Tents, OBC Sign, OBC Pool or Roof Mount Solar

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation. All forms, guides and applications can be found on our [Building Permits and Guides page](#).

Tents: See the Tents and the OBC section of our website to confirm if you need a permit.

Sign: OBC Sign is, a ground sign that exceeds 7.5m in height above the adjacent ground, a projecting sign that weighs more than 115 kg, or a roof sign that has any face that is more than 10m². Both a Municipal and OBC permit may be required.

Pool: The Ontario Building Code regulates all public pools, which includes private pools servicing 6 or more dwelling units. Common examples of public pools are pools servicing trailer parks, cottage establishments and hotels/motels. A building permit is required to install these types of pools.

Roof Mount Solar: Section 1.3. 1.1 (f) Div A of the Ontario Building Code requires a Building Permit to be issued prior to the installation of any solar collector that is mounted on a building and has a face area equal to or greater than 5 sq m (50 sq ft).

Mandatory uploads for each application:

- Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information)
- Applicable Law Checklist
- Site Plan
- Construction Plans or details

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Building and Septic Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required. See Site Plan Guide.

Plans Required –

Tents: See information on our [main page](#).

Sign: Plans required would be, but not limited to, sign layout and plan (showing what will be on the sign), sign location plan (showing where on the building it will be), and Anchor Specifications, Ground signs required to have foundation details.

Pool: Site Plan only - showing the location of the proposed pool and its pumping, filtration and heating equipment, including dimensions and setbacks, fencing and self closing/self latching gates.



Building & Septic Division, Development Services

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Solar: Panel layout, drawing of building structure the panel rails will be mounted to and Mounting detail. A commitment to General Review, from a Professional engineer is required to be submitted with the plans.

Other documents, such as Planning Decisions, Interpretations or

Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.