



# Urban Dwelling

## Building Permit Information Guide

Revised January 2020

### **Municipal Office**

Mail to: Box 70, 263 Main St.  
Odessa, Ontario  
K0H 2H0  
Phone: 613-386-7351  
[www.loyalist.ca](http://www.loyalist.ca)

### **18 Manitou Cres Amherstview, ON**

#### **Office Hours**

Winter  
September through April  
Mon – Fri 8:30 am – 4:30 pm

Summer  
May through August  
Mon – Thu 8:15 am -4:30 pm  
Fri 8:15 am – 12:15 pm

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## Introduction

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The following guide has been developed to assist applicants in obtaining a building permit for a single family dwelling in an urban area, serviced by Municipal services.

Applicants are encouraged to contact the Building Department prior to applying for a permit to discuss the requirements for their specific project.

Once an application is received it will be reviewed by staff for sufficiency of completion. If the application is not accompanied by the plans, specifications, information and documents as outlined in this informational pamphlet, the applicant will be notified within 2 business days, of the outstanding information required.

Incomplete applications will be placed on hold until all of the required information is received. Complete applications will be reviewed within 10 business days.

## Permit Fees

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Building permit fees are calculated as per the Township's Building Permit Fees By-Law. Other relevant fees are also collected at the time of permit issuance such as, but not limited to; development charges, impost fees, entrance permit/culvert fees, lot grading certificate fee and civic address sign fee. Deposits are also collected at the time of permit issuance such as, but not limited to, lot grading deposit, lot grading certificate review fee deposit, and building deposit.

### Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

## Building Department

### Development Services Analyst

Ashley MacPherson  
ext.128  
[amacpherson@loyalist.ca](mailto:amacpherson@loyalist.ca)

### Chief Building Official

Mark Parkinson  
ext. 174  
[mparkinson@loyalist.ca](mailto:mparkinson@loyalist.ca)

### Building Inspectors

Randy Sangster  
Ext. 125  
[rsangster@loyalist.ca](mailto:rsangster@loyalist.ca)

Stephen Mailloux  
Ext. 127  
[smailoux@loyalist.ca](mailto:smailoux@loyalist.ca)

Amy Grenier  
Ext. 136  
[agrenier@loyalist.ca](mailto:agrenier@loyalist.ca)

### Administrative Assistant

Jane Austin  
ext. 126  
[jaustin@loyalist.ca](mailto:jaustin@loyalist.ca)

# Additional Approvals & Design Considerations

## Approvals from Other Agencies

In some circumstances, approvals are required from other agencies before the Township can issue a building permit. Applicants are encouraged to contact the Building Department prior to applying for a permit to determine if other approvals may be required for a specific project.

## Cataraqui Region Conservation Authority

Approval may be required from the CRCA if your project is within 15m of a floodplain; 50m of the top of bank of a water course; 120m of a Provincially significant wetland or 30m of all wetlands greater than 0.5ha. Please contact 613-546-4228, for additional information.

## Ministry of Transportation Approval

If your property is located near a Provincial Highway approval may be required from MTO. For additional information, please contact the MTO Corridor Management Office at 1-888-224-0622

## Underground Utility Locates

Contact Ontario One Call to locate underground utilities before you dig. To request a free locate call 1-800-400-2255 or visit [www.on1call.com](http://www.on1call.com).

## Heritage Designated Properties

Alterations to properties designated under the Ontario Heritage Act will require approval from the Heritage Committee. Please contact the Planning Department, at 613-386-7351 for additional information.

## Design Considerations

The homeowner is permitted to prepare and submit their own drawings without being qualified under the Ontario Building Code. If the drawings are designed by any designer other than the homeowner, the designer must be qualified under the Ontario Building Code with a BCIN or be an Architect or an Engineer.

## Proprietary Products and Materials

Not all products or materials sold are approved for use in Ontario. All applications proposing the use of materials or system not specifically allowed for under Part 9 (Div. B) of the Ontario Building Code must submit the applicable manufacturer's installation manual and engineering data, BMEC approval and/or a design stamped by an Ontario Professional Engineer. Please check into these items before purchasing or planning to use any of these products.

## Entrance Approval – Township Roads

An entrance permit from the Township's Engineering Department is required for properties accessed via a Township road. For additional information, please refer to the attached entrance permit application, or call 613-386-7351, ext. 116.

## Providing a Copy of Your Deed

Why is a copy of my Deed required? The Township requires a copy of the Deed (may be titled "Land Transfer") prior to issuing a building permit to confirm ownership and to determine the presence of any easements or rights-of-way that may be on the property. You should have received a copy from your lawyer at the time of closing. Copies may be obtained at Service Ontario in Napanee.

## Urban House Building Permit Application Checklist

### Items required for a complete building permit application submission:

- Building permit application form
- Schedule 1: Designer Information form
- \$500 Deposit
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario)
- Agent Authorization form (required if the property owner is not submitting the application)
- Copy of Survey
- Two complete sets of design drawings (one paper copy, min. 11" x 17", one PDF copy) indicating:
  - Foundation plan;
  - Floor plans, including the basement if it is to be finished;
  - Building elevations;
  - Cross section view indicating dimensions and construction materials;
  - An Ontario Professional Engineer must stamp engineered details.
- Truss layout and floor joist layout from the manufacturer
- Heat loss calculations and duct design prepared by a qualified designer
- Energy Efficiency Design Summary form
- Plot plan indicating the following:
  - Civic address;
  - Lot dimensions and lot area;
  - Location of house with distances relative to property lines, roads, easements, rights-of-way, other structures, well, septic system and overhead powerlines;
  - Location, width and type of driveway, and distance from property lines;
  - Dimensions and height of all structures, and percentage of lot coverage;
  - Location and height of retaining walls;
  - Location of any watercourses, drainage ditches, culverts, and waterbodies including the location of the highwater mark, top-of-bank, and 1:100 year floodline contour with wave uprush limit;
  - Sight triangle (applicable on corner lots).
- For lots subject to a Development Agreement, a grading plan prepared by an Ontario Land Surveyor or an Ontario Professional Engineer is required. The grading plan shall indicate the following:
  - All information required on plot plan;
  - Entrance/driveway gradient;
  - Lot grades as shown on the approved lot grading plan and all proposed building apron elevations at each corner of the foundation wall, all swales and gradients including the direction of surface runoff and walkout elevations;
  - Building grade elevations (all elevations to be geodetic datum);
  - Finished floor elevation, underside of footings elevation, top of foundation wall elevation and finished garage floor elevation.
- Cataraqui Region Conservation Authority approval (where applicable) 613-546-4228
- Ministry of Transportation approval (where applicable) 1-866-224-0622
- Entrance permit from Loyalist Township for properties on assumed Township Roads/Streets
- Entrance permit from the County of Lennox and Addington for properties accessed by County Roads



# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

**NOTE: A copy of the deed to your property is required prior to permit issuance.**

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	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 ( )		
D. 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 ( )		

<b>E. Builder (optional)</b>				
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 (     )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
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). 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 <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	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 <i>Building Code Act, 1992</i> .			Yes	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 <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare 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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

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: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

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]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p>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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="margin-top: 20px;"> <span style="display: inline-block; width: 200px; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 600px; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p style="margin-top: 5px;"> <span style="display: inline-block; width: 200px; text-align: center;">Date</span> <span style="display: inline-block; width: 600px; text-align: center;">Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) 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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, 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.



**AGENT OF RECORD LETTER**

**(If the owner is NOT the applicant)**

(If multiple owners, an Authorization Letter from each owner is required)

**---PLEASE PRINT CLEARLY---**

**If an agent is representing the owner(s), they must complete the following:**

I, (we) \_\_\_\_\_  
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize \_\_\_\_\_  
(name of agent)

**To prepare, submit and obtain a building permit, on my behalf, for the project at:**

\_\_\_\_\_  
(property address)

**(Please check appropriate box)**

- Construct       Install       Alter       Renovate

**(Describe work below)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(print name of owner)

\_\_\_\_\_  
(print name of agent)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(signature of agent)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(day)                      (month)                      (year)



**SCHEDULE "A" TO BY-LAW 2017-100**

**CLASSES OF PERMITS AND ASSOCIATED, RELATED AND OTHER FEES**

<b>CLASS OF PERMIT</b>	<b>FEE</b>
Permit to Construct (s. 3.1 of By-law)	<p>2018 - \$12.00 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100.00.</p> <p>2019 - \$13.00 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100.00.</p> <p>2020 - \$14.00 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100.00.</p> <p>In addition, the fee shall include \$10.00 per plumbing fixture, with a minimum charge for plumbing of \$50.00</p> <p>\$5.00 per \$1,000 of construction value for amounts between \$1,000,000 and \$6,000,000 of construction value</p> <p>\$3.00 per \$1,000 of construction value for amounts in excess of \$6,000,000</p>
Permit to Demolish (s. 3.2 of By-law)	\$150 for the first 5,000 square feet of gross floor area, plus an additional \$50 for each following increment or portion thereof of 5,000 square feet
Conditional Permit (s. 3.3 of By-law)	Regular Permit to Construct fees plus \$500, plus full compensation for any legal costs incurred by the municipality to prepare and register agreements
Change of Use Permit (s. 3.4 of By-law)	\$150 per application
Transfer of Permit (s. 3.5 of By-law)	\$150 per application
Partial Permit (s. 3.6 of By-law)	Regular Permit to Construct fees plus \$150 per application

**Other Fees**

Revision to Permit (s. 5.4(d) of the By-law)	\$100 per submission
Refundable Inspection Fee (s. 8.2.1 of the By-law)	\$500 (the entirety to be refunded less \$100 per each re-inspection necessitated by an event described in subsection 8.2.2 of the By-law) for all construction projects in excess of \$20,000
Lot Grading Certificate Review (s. 8.4 of the By-law)	\$210
Lot Grading Certificate Deposit (s. 8.4 of the By-law)	\$260 refundable deposit unless Certificate has to be resubmitted due to rejection of previous Certificate by Municipality in which case \$130 is to be deducted from the amount refundable for each resubmission
Written request for information regarding existing or partially constructed buildings in connection with compliance with zoning by-laws and/or the existence of outstanding work orders (s. 8.4 of the By-law)	\$75 payable prior to the release of the requested information
Written request for information regarding compliance with a subdivision agreement (s. 8.4 of the By-law)	\$75 payable prior to the release of the requested information
911 Address Sign Fee (s. 8.4 of the By-law)	\$75 per sign requested
Lot Grading Deposit -- Plan 1081 lots on Kildare Avenue, McKeown Crescent and Speers Blvd. (south of Mortensen Drive) (s. 8.4 of the By-law)	\$3,000

**Interpretation**

For the purposes of determining construction value for residential projects, a rate of \$120.00 per square foot shall be used for the gross floor area of the dwelling unit. A permit fee value for accessory buildings to a residential use will be calculated on a construction value of \$40.00 per square foot for the gross floor area of a garage, \$25.00 per square foot for the gross area of a deck, and an estimated value of construction for the balance of residential accessory structures. A permit fee value for basement renovations will be calculated on a construction value of \$30.00 per square foot of floor area being renovated and permit fee values for farm buildings will be calculated on a construction value of \$20.00 per square foot for the gross floor area.

**Miscellaneous Charges (s. 8.4 of the By-law)**

The Chief Building Official is authorized to determine and charge reasonable fees for services requested and provided by or on his or her behalf that are not described in this Schedule.

**BY-LAW 2018-023  
AND AMENDING BY-LAW  
SCHEDULE "A"**

**Bath and Fairfield Water Works Charges and Loyalist East and Bath Sewage  
Works Charges  
Effective January 1, 2019**

<b>RESIDENTIAL DWELLINGS</b>				
<b>Service</b>	<b>Single-Detached Dwelling, Semi-Detached Dwelling and Duplex</b>	<b>Apartments</b>	<b>Other Multiples</b>	<b>Non-Residential per daily m3</b>
Water	\$6,695	\$5,253	\$5,923	\$15,535
Sanitary sewer	\$6,215	\$4,877	\$5,498	\$14,421
Total	\$12,910	\$10,131	\$11,421	\$29,956

**LOYALIST TOWNSHIP**  
**2019 RATES**  
Effective January 1, 2019  
**SCHEDULE "B" to By-law 2015-68**

**SCHEDULE OF RESIDENTIAL DEVELOPMENT CHARGES**

Residential Charge by Unit Type			
	Singles & Semis	Other multiples	Apartments
Emergency Services	\$ 1,578.00	\$ 1,375.00	\$ 1,099.00
Parks and Recreation	\$ 1,206.00	\$ 1,051.00	\$ 841.00
Public Works: Building and Fleet	\$ 1,023.00	\$ 891.00	\$ 712.00
General Government	\$ 275.00	\$ 239.00	\$ 191.00
Roads and Related	\$ 1,086.00	\$ 946.00	\$ 757.00
Stormwater Management	\$ 210.00	\$ 183.00	\$ 145.00
<b>Total</b>	<b>\$ 5,378.00</b>	<b>\$ 4,685.00</b>	<b>\$ 3,745.00</b>

Based on persons per unit:

2.72

2.34

1.88

**2019 RATES**

**SCHEDULE "C"**

**SCHEDULE OF NON-RESIDENTIAL DEVELOPMENT CHARGES**

Non-Residential Charge per Square Metre of GFA		
	Industrial	Non-Residential (excluding Industrial)
Emergency Services	\$ 9.24	\$ 9.24
Parks and Recreation	\$ -	\$ -
Public Works: Building and Fleet	\$ 5.97	\$ 5.97
General Government	\$ 1.62	\$ 1.62
Roads and Related	\$ 1.80	\$ 10.93
Stormwater Management	\$ 1.22	\$ 1.22
<b>Total</b>	<b>\$ 19.85</b>	<b>\$ 28.98</b>



## ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_  
BLDG. PERMIT #: \_\_\_\_\_  
\_\_\_\_\_  
R-PLAN #: \_\_\_\_\_  
APPLICATION ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_  
\_\_\_\_\_  
CONCESSION #: \_\_\_\_\_

### **ENTRANCE APPLICATION / DAMAGE DEPOSIT :** (Check appropriate selection)

- New Entrance Permit (for building permit)
- Culvert Repair/Replacement
- Entrance Widening
- Access for Pool Installation
- Building construction in excess of \$10,000
- Paving Resurfacing

**\*\*For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location\*\***

### **APPLICABLE FEES:** (as per municipal by-law prescribing miscellaneous fees)

**All applications:** must include a **\$50.00** inspection fee (non-refundable)

**New Driveway/Entrance Permit:** \$100 application fee (non-refundable)

**On approval of application:** **\$2,500**. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

**Culvert Installation Cost:** **\$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre  
(Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

#### TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

Entrance Permit Approved By: \_\_\_\_\_

Inspection Fee**	\$ 50.00	Culvert Required: <u>  L  </u>	<u>                    </u> Dia.
New Entrance Application	\$ 100.00		
Culvert Fee **	\$ .		
Damage Deposit ***	\$ .	Date of Inspection: _____	
<b>Total Fee</b>	<b>\$ .</b>		

\*\*Application & culvert fee (1-4-310-0148) \*\*\*Damage deposit: (1-2-023-9711)

If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

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**PRE-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_ (Staple pictures to application)

Date of Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Damage Deposit Required:** Y:  N:  Date of Deposit \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**POST-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_ (Staple pictures to application)

Date of Final Inspection \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**DAMAGE DEPOSIT REFUND:**

Refund Requested

Approved Y:  N:

Date of Refund \_\_\_\_\_

Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**ADDITIONAL DETAILS:**