



## Residential Building Permit Application Checklist

Customer Name:	Telephone No	Project Address or Legal Description

IN ORDER TO COMPLETE A REVIEW, THIS FORM AND THE FOLLOWING INFORMATION MUST BE SUBMITTED. PLEASE BE ADVISED THAT UPON ACCEPTANCE, AND DURING THE PERMIT REVIEW PROCESS, THE APPLICANT MAY BE REQUIRED TO PRODUCE ADDITIONAL INFORMATION TO INSURE COMPLIANCE WITH APPLICABLE PROVINCIAL AND MUNICIPAL REGULATIONS.

- Completed Building Permit Application Form, including Schedule 1\* where applicable  
\* Schedule 1 is completed by the various project designers and must accompany the permit application.
- Proof of Ownership (provide either a \_\_\_\_\_ Property Deed, or an \_\_\_\_\_ Offer to Purchase (Deed to follow))
- Authorization from Owner (if applicant other than owner).
- Three (3) sets of working drawings, including:
  - Site Plan
  - Site Drainage Plan
  - Foundation Plan - a P.Eng is required if using a slab or other non-standard construction
  - Heating Duct Layout ( Two Storey Dwellings Only)
  - Floor Plan(s)
  - Roof Plan
  - Building Section(s)
  - Elevations
  - Hydronic Heating Information (In-floor/Under-floor/Geothermal)
    - Heat Loss Calculations      • Boiler Information
    - Loop/Piping Layouts        • Air Handler / Coil
    - Baseboard Radiation locations
    - Heat Exchanger                • Type of Hot Water Tank
- Roof Truss Layout and Certificate
- Floor Truss Layout and Certificate
- Engineered Beam Details (i.e. Parallam, Micro-lam)
- Engineered Guard Rail Design Required
- Fireplace/Woodstove/Chimney Details (provide manufacturer's installation instructions)
- Mechanical Ventilation Design (HRV and dedicated systems will require a certified designer)
- Completed Plumbing Detail Sheet, including Two (2) sets of isometric Plumbing Drawings

Permit Fee \$ \_\_\_\_\_

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Proof of adequate water supply and Potability provided?<br>- applicable if you are on a well system  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Septic Field Approval from Ministry of Health or TBDHU provided?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Ministry of Transportation Approval provided<br>- applicable if within 395m of highway intersections<br>- applicable within 46 metres from King's highway<br>- other MTO approvals may apply | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. Lakehead Regional Conservation Authority Approval<br>- is your property in a flood plane or cut and fill area?<br>- does property have 'Hazard land' zoning?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Driveway Application provided?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

A Building Permit is issued based on the information you provide, and the accuracy of the information provided affects the processing time involved in (and the possibility of) issuing of a Building Permit. By completing this form and signing below, you understand it is your responsibility to provide this information in a timely fashion in order to efficiently and effectively process your application.

Applicants Signature: \_\_\_\_\_