

BUILDING PERMIT APPLICATION CHECKLIST

Dwellings / Additions / Renovations

Applicable Law:

- Zoning Bylaw – does project match the current zoning and permitted uses
- Does property fall within Conservation Authority flood fill regulations
- Is the project within 45m of an MTO highway
- Is project within Source Water Protection Area – see mapping

Required Forms

- Application to construct or demolish (link)
- Schedule 1 from all required designers – Building designer, HVAC designer, Septic designer
- Schedule 2 from Septic Installer (if septic work to be done)
- Owner authorization – letter agent for applicant unless owner

Required Attachments **(2 copies of each required)**

- Drawings for work to be done (floorplan, elevations, cross section, section drawings, etc.)
- Site plan – show all setbacks, location on lot, septic system,
- Grading plan – show all grade elevations for lot.
- HVAC duct design and heat loss and heat gain drawings.
- Truss roof layout and Stamped Truss drawings.