

**BUILDING PERMIT APPLICATION COMPLETENESS APPLICANT CHECKLIST**

OWNER: \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_

DROP BOX  or EMAIL  DATE DELIVERED: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

**DOCUMENTS PROVIDED:**

- APPLICATION COMPLETED – SECTIONS A TO I (INCLUDING PROJECT VALUE)
- SCHEDULE 1: DESIGNER INFORMATION COMPLETED
  - HOUSE
  - HVAC
  - SMALL BLDGS
  - PLUMBING
  - STRUCTURAL
  - OTHER (Arch, P.Eng or Owner)
- SCHEDULE 3: SEPTIC SYSTEM INFORMATION TO SUPPORT PROPOSAL
- LETTER OF AUTHORIZATION
- SEASONAL USE DECLARATION FORM (COTTAGES OR ADDITIONS TO COTTAGES)
- SITE PLAN: TO INCLUDE INFORMATION PRESCRIBED IN GUIDE (MAX. SIZE 11 X 17)  
\*\*(MUST INCLUDE LOCATION OF ALL RIGHTS-OF-WAY, EASEMENTS AND HYDRO LINES, SEPTIC (INCL. BED AND TANK SETBACKS TO BLDGS & FLOW DIRECTION OF SEWAGE)\*\*
- TWO SETS OF CONSTRUCTION DRAWINGS INCLUDING: (MAX. PAPER SIZE 24 X 36)
  - FOUNDATION PLANS (SEE GUIDE)
  - FLOOR PLANS INDICATING USE OF ALL ROOMS AND SPACES INCLUDING BASEMENTS
  - STRUCTURAL PLANS INCLUDING: LAYOUTS & DESIGN SPECIFICATIONS PROVIDED FOR ENGINEERED ELEMENTS SUCH AS ROOF TRUSS & FLOOR TRUSS SYSTEMS, TGI JOISTS & LAMINATED BEAMS.
  - CROSS SECTIONS AND DETAILS AS REQUIRED.
  - BUILDING ELEVATIONS – HEIGHT DIMENSIONED.
  - ELECTRICAL: SEE GUIDE.
  - PLUMBING: THE NUMBER AND LOCATION OF ALL FIXTURES MUST BE SHOWN ON THE FLOOR PLANS. (Size DWV piping, show point of disposal : ie. gravity to septic tank or sewage ejector tank in building)
  - HEATING, VENTILATION, AIR CONDITIONING
    - Heat Loss Calculation/ Duct Design Layout & Sizing/ Indicate type & location of all fuel burning appliances including fireplaces.
  - ENERGY EFFICIENCY DESIGN SUMMARY FOR DWELLINGS (PART 9, SB-12)
- SEWAGE SYSTEM PERMIT OR COPY OF MOE SEPTIC USE PERMIT # \_\_\_\_\_
- SEWER AND WATER CONNECTION PERMIT TO MUNICIPAL SERVICES
- ENTRANCE PERMIT – TOWNSHIP, DISTRICT, MINISTRY OF TRANSPORTATION (MTO)
- PARKS CANADA, TRENT-SEVERN WATERWAY APPROVAL (SEVERN RIVER ONLY)
- MTO – LAND WORK PERMIT (NEW BLDGS THAT ABUT HWY 141)
- MNRF LAND USE PERMIT - 1ST BOATHOUSE \_\_\_\_\_ 2ST BOATHOUSE \_\_\_\_\_
- MNRF WORK PERMIT - DOCKS (cribs in excess of 15m<sup>2</sup>) \_\_\_\_\_
- ENGINEERS REPORT AND LETTER FROM WELDER RE: STEEL DOCKS
- ZONING AMENDMENT # \_\_\_\_\_ OR MINOR VARIANCE # \_\_\_\_\_
- APPEAL PERIOD OVER AND CONDITIONS FULFILLED, IF APPLICABLE YES / NO
- SITE PLAN APPROVAL # \_\_\_\_\_ – ZONE SPECIFIC (FOR DWELLINGS, ADDITIONS TO DWELLINGS MORE THAN 50% GFA, ALL SLEEPING CABINS, OR ITS A CONDITION OF MINOR VARIANCE).
- FEES CHEQUE PROVIDED IN LABELED ENVELOPE (Owners Name and Address of project)