

PERMIT APPLICATION CHECKLIST



Note to Permit Applicants: The following checklist summarizes the documentation that must be submitted at the time of a building permit application.

Permit applications may not be accepted where any of the required information is not submitted.

ITEM REQUIRED FOR COMPLETE PERMIT SUBMISSION

<i>Design/Drawings</i>	N/A	Provided	Missing
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Design (<i>foundation and floor plans, elevations, sections and details</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineered Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical (HVAC) Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic System Design/Evaluation (<i>native soil and fill soil analysis</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Specifications/Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Forms</i>	N/A	Provided	Missing
Building Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 1 Designer Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2 Sewage System Installer Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 6 Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Design Summary Form (EEDS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 3, 4 & 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to review for construction requiring an Engineer or Architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Approvals</i>	N/A	Provided	Missing
Conservation Authorities (MVCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrient Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ausable Bayfield Maitland Valley Source Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
911 Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Permit (Public Works Department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developer's Clearance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application to Alter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Fees</i>	N/A	Discussed	Paid
Building / Septic / Plumbing Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Address / 911#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Onsite Septic Inspection Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Capital Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESIGN/DRAWINGS

Site Plan	Showing location of all buildings/structures on the property, setbacks to all property lines, location of septic system and well (if applicable), calculation of lot coverage for principle and accessory buildings, location and size of driveway
Grading Plan	Showing existing and proposed grade elevations, indicating top of foundation wall, underside of footing, and finished floor elevations for the proposed building and show locations of swales and direction of surface drainage
Architectural Design	New dwelling units, accessory buildings, door/window and decks Including detailed floor plans, elevations, building/wall sections, spatial separation calculations (if applicable) showing the proposed construction and general construction notes Additions, alterations, accessory apartments or finished basements Including detailed floor plans, elevations, building/wall sections, spatial separation calculations showing the existing and proposed construction and general construction notes
Engineered Components	Engineered truss layout and sealed truss design, engineered floor layout, engineered design in accordance with Part 4 for any structural elements outside the scope of Division B – Part 9
Mechanical Design (HVAC)	New dwelling unit or additions increasing conditioned space by more than 25% Requires a full design for the entire building, including detail load calculations for all rooms, duct design, duct layout and ventilation design Addition increasing conditioned space more than 10% but not more than 25% Requires a full design for the addition only, including detailed load calculations for all rooms, duct design and duct layout Additions increasing conditioned space up to 10% Requires the size and location of new heating outlets to be shown on the drawings. No calculations required
Septic System Design/Evaluation	New dwelling unit Requires a full septic system design including site report, engineered soils analysis/classification, layout of the proposed septic system with required clearances, daily design flow calculations, sizing of septic tank/treatment unit and design of leaching bed Addition to existing building that increasing the finished floor area by more than 15%, adds a bedroom or adds plumbing fixtures Requires a septic evaluation report which includes a report on the condition of the existing septic system, layout of the existing septic system and required clearances, daily design flow calculations, engineered soils analysis/classification, verification of the size of existing septic tank/treatment unit and size and type leaching bed. If any part of the existing septic system is undersized for the new daily design flow it must be updated in accordance with Div B – Part 8
Product Specifications/Approvals	For any mechanical equipment (furnace, HRV/ERV, Domestic water heater, drain water heat recovery), non-wood guard rail systems (aluminum, glass, etc)