

Residential Building Permit Complete Application Checklist

Additions/Interior Renovation's

- **Application Form** - To be completed online via Cloudpermit. *Note: For an Additional fee, applications may be accepted via paper, and the standard Province prescribed permit application form must be filled out entirely.*
- **Drawings for Project** - Must be stamped by professional engineer/professional architect or qualified designer with a current BCIN. *Note: a property owner may also design certain plans, provided that all details for construction of the proposed, including required building materials are encompassed.*
- **Energy Efficiency Design Summary** - This form is required for new dwellings/habitable building, and often required for additions.
- **Engineer Sealed Truss Drawings & Layout, TJI Floor and LVL's** (if applicable)
- **HVAC** - Includes heat loss/gain, layout and calculations (if applicable)
- **Lot Grading Deposit Payment** - Required for new dwellings and projects if pre-permit zoning is required.
- **Other applicable Authority Permit or Written Approval and Applicable Law Sign Off** - Required for projects within any other authority's area of regulation, such as the Ministry of Transportation, Ministry of Natural Resources and Forestry, Lake Simcoe Region Conservation Authority, etc.
- **Owner/Designer Declaration** - Required for plans designed by the property owner.
- **Owner authorization Letter** - to be included in each application and/or certificate of Incorporation if property is owned by a corporation.
- **Payment**
- **Residential Pre-Permit Zoning Approval with Grading Application Approved** – Applicable to projects 50 sq. meters or greater (Exemption applicable to Rural Zoned or Agriculture zoned properties that are greater than 1.5 acres)
- **Schedule 1** - Form required to be completed by the project plans designer.
- **Septic Verification Form** (if applicable)
- **Site Plan** - Required for all applications (including demolition). For interior works, please submit a detailed floor plan.

Note: *If residing in Lagoon City Engineered Helical Piles may be required.*

NOTE: Dependent on project proposal, additional items may be required to ensure compliance with the Ontario Building Code, as well as all other applicable law.