

## Residential Building Permit Complete Application Checklist

### Decks

- **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.*
- **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 if you wish to authorize another party to act on your behalf 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.
- **Site Plan** - Required for all applications

**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.