

Residential Building Permit Complete Application Checklist

Septic

- **Application Form-** To be completed 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.*
- **Septic Drawing-** 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-** 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 the property is owned by a corporation.
- **Payment**
- **Schedule 1-** Form required to be completed by the project plans designer.
- **Schedule 2-** Form required to list septic installer for septic projects.
- **Separate Permit Application-** Required for septic projects, each detached structure, and demolition (per structure).
- **Septic Calculations**
- **Site Plan –** Required for all application (including demolition). For interior works, please submit a detailed floor plan.

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.

