

## BUILDING PERMIT APPLICATION CHECKLIST

### PLANNING APPROVAL FORMS

#### LSRCA APPROVAL IF APPLICABLE

- Site Plan Approval:** This form must be complete and submitted with two hard copies of the topographical survey (a site plan that includes drainage, elevations etc.) and one pdf copy with the fee of \$105.00, if you are in a site plan control area. Please contact our Planning Department if you are unsure if the property is in a site plan controlled area. All waterfront properties and most properties in Lagoon City, Bayshore Village, Atherley, Brechin, Udney and Washago are under site plan control.

#### OR

- Pre-permit Zoning Review:** Only the top of this form is required to be completed by the applicant. This form along with two copies of your site plan or sketch must be submitted to the Planning Department. Once your review has been completed and approved, you will be contacted to inform you this process is complete and you may proceed with applying for your building permit. There is no cost for the zoning check process.

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### BUILDING PERMIT APPLICATION FORMS

#### 2 COPIES OF BUILDING DRAWINGS

- Application for a Permit to Construct or Demolish:** This is the main form which you must fill out to apply for a permit to construct or demolish. The application form is the main portion of your application; there are many other pieces of information that must accompany this application before it can be accepted.
- Schedule 1: Designer Information:** This form must be completed by the person who designed your building. They and/or the company they work for must be a registered designer and have a BCIN. If, as an owner, you have done your own drawings you have the authority to complete this form.
- Energy Efficiency Summary:** This form must be completed by the person who designed your building. This became a requirement in the Building Code on January 1, 2012. This form must be complete and submitted to be considered a complete building application.

#### IF APPLICABLE

- Application for a Sewage System Permit:** These forms are required to be filled out in its entirety for all new septic systems, upgrades or replacements. Schedule 1 and 2 refers to designer information and must be filled out by the owner or installer/designer. Test holes are required to assess the onsite subsoil profile and ground water conditions below grade at the proposed location of the leaching bed. The test holes must be 1.8 meters deep, must be open and available for

inspection purposes. Ensure that the test holes are protected for safety reasons. Test holes must be dug at least 24 hours prior to inspection.

- Application for Water Service:** Municipal water service for properties within Brechin, Lagoon City, Bayshore Village, Heritage Farms, Val Harbour, Park Lane Crescent, Davy Drive. Once permit is issued you are ready a water meter package can be picked up at our office and installed by your plumber. Attached to this form is a list of materials and a diagram showing how the meter is to be installed. The meter must be installed and activated prior to occupancy being granted on your home.
  
- Property Owner(s) Authorization:** This form is required anytime someone other than the owner(s) of the property is applying for your permit.
  
- Application for Rural Mailbox Location Permit:** In the event you are developing a vacant lot that will requires the installation of the rural mailbox; this form must be completed and submitted to the Public Works Department. You may keep the bylaw portion which indicates the proper locations for your mailbox. There is no cost for this process.
  
- 911 Municipal Addressing:** In the event you are developing a vacant lot which does not already have a 911 municipal address you are required to complete this form in its entirety. The fee for the new installation will be collected with your permit fees.
  
- Application for the Construction of Driveway Entrances:** This form is used when you require either a driveway or a culvert. You must stake out the driveway before Works/Water Departments can do a locate check. A fee will be determined by the Works Department, which will include the cost of the installation of the culvert if applicable.