

Residential Building Permit Complete Application Checklist

- 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*
- 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 buildings, and often required for additions
- Engineer Sealed Truss Drawings & Layout, TJI Floor and LVL's** (if applicable)
- Entrance Permit** – Obtained from Township Infrastructure or County of Simcoe (if applicable)
- HVAC** – Includes heat loss/gain, layout and calculations (if applicable)
- Lot Grading Deposit Payment** – Required for new dwellings and projects under
- Other Applicable Authority Permit or Written Approval** – Required for projects within any other authorities 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 applicable)
- Payment**
- Residential Pre-Permit Zoning Approval with Grading Application Approved** – Applicable to projects 50 sq. metres or greater (Exemption applicable to Rural zoned or Agriculture zoned properties that are greater than 1.5 acres)
- Road Allowance Deposit** (if applicable)
- Schedule 1** – Form required to be completed by the project plans designer
- Schedule 2** – Form required for septic projects
- Separate Permit Application** – Required for septic projects, each detached structure, and demolition (per structure)
- Septic Calculations** (if applicable)
- Septic Verification Form** (if applicable)
- Site Plan** – Required for all applications (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.