

Residential Building Permit Complete Application Checklist:

- Application Deposit Paid
- Permit application sections A/B/C/D/E/F/G/H/I details filled out entirely
- Separate Permit Application for:
 - Septic
 - Per Detached Structure
 - Demolition (per structure)
- Schedule 1 Form (Exemption from BCIN registration applicable property owner)
- Owner Authorization Letter per application (if applicable)
- Owner/Designer Declaration per application
- Planning Application (Pre-Permit Zoning or Site Plan Control, project dependent)
- Other Applicable Authority Approvals (Ministry of Transportation, Ministry of Natural Resources and Forestry, Lake Simcoe Region Conservation Authority, etc)
- Project Drawings –Must be stamped by professional engineer/professional architect or qualified designer with a current BCIN. Otherwise, property owner may design plans which **MUST** include enough detail that an individual could view the plans and be able to construct what is proposed, including required building materials
- Plumbing plan demonstrated (if applicable)
- Engineer Sealed Truss Drawings, TJI Floor and LVL's (if applicable)
- HVAC (includes heat loss/gain, layout, calculations)
- Energy Efficiency Design Summary (if applicable)
- Sewage System Design Specifications (if applicable)
- Sewage System Plan View (if applicable), must meet OBC required setbacks
- Schedule 2 (if applicable)
- Entrance Permit application (if applicable)
- Green Blade application for 911 Sign (if applicable)
- Lot Grading Deposit (for new homes and additions/other structures greater than 50 square meters)
- Road Allowance Deposit (if applicable)

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