

**SCHEDULE C – PLANS, DOCUMENTS AND SPECIFICATIONS  
TO BYLAW NO. \_\_\_\_**

**SECTION 1**

Class of Permit	Type of Permit	Required Drawings and Supporting Documents
<b>Building</b>	New and Additions	<ul style="list-style-type: none"> <li>- Site Grading Plan</li> <li>- Architectural</li> <li>- Structural</li> <li>- Mechanical</li> <li>- Plumbing (exemption for part 9 buildings)</li> <li>- Electrical</li> <li>- On-Site Sewage System (new/ upgrade or verification of existing)</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> </ul>
	Interior Alterations and Renovations	<ul style="list-style-type: none"> <li>- Site Plan</li> <li>- Architectural</li> <li>- Structural</li> <li>- Mechanical</li> <li>- Plumbing (exemption for part 9 buildings)</li> <li>- Electrical</li> <li>- On-Site Sewage System (new/ upgrade or verification of existing)</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> </ul>
	Designated Structures	<ul style="list-style-type: none"> <li>- Site Grading Plan</li> <li>- Architectural</li> <li>- Structural</li> <li>- Mechanical</li> <li>- Plumbing (exemption for Part 9 buildings)</li> <li>- Electrical</li> <li>- On-Site Sewage System (new/ upgrade or verification of existing)</li> <li>- Supporting documents confirming compliance with</li> </ul>

		<i>applicable law</i> and required approvals
	Temporary Buildings	<ul style="list-style-type: none"> <li>- Site Grading Plan</li> <li>- Architectural</li> <li>- Structural</li> <li>- Mechanical</li> <li>- Plumbing (exemption for part 9 buildings)</li> <li>- Electrical</li> <li>- On-Site Sewage System (new/ upgrade or verification of existing)</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> </ul>
<b>Demolition</b>	Part 9 Buildings	<ul style="list-style-type: none"> <li>- Site Plan</li> <li>- Supporting documents confirming compliance with applicable law and required approvals</li> </ul>
	Part 3 Buildings	<ul style="list-style-type: none"> <li>- Site Plan</li> <li>- Structural plans by P.Eng</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> </ul>
<b>Change of Use</b>		<ul style="list-style-type: none"> <li>- Site Plan</li> <li>- Architectural</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> </ul>
<b>Conditional</b>		<ul style="list-style-type: none"> <li>- Site Grading Plan</li> <li>- Supporting documents confirming compliance with <i>applicable law</i> and required approvals</li> <li>- Letter with reasons for delay</li> </ul>
<b>Occupancy</b>		<ul style="list-style-type: none"> <li>- Supporting documents confirmation compliance with <i>applicable law</i> and required approvals</li> </ul>

## SECTION 2

### 1. Site Grading Plan

- Lot description including Registered Plan Number;
- Dimensioned property limits and building outline location with all setbacks shown;
- Finished floor elevations; for basement, first floor, garage floor
- Finished and original grades over septic tile beds;
- Elevation of underside of footings;
- Top of foundation wall (all locations);
- Any proposed window well locations
- Existing and proposed lot grades for each of the corners of the lot and intermediate points of grade change;
- Existing trees to be maintained;
- Driveway locations, widths and proposed grades;
- Finished road grades adjacent to lot;
- Location of entrances and location of walkways; number of front and rear entry step risers;
- Arrows indicating the direction of all surface drainage and swales, with swale detail (Note: The Township requires a minimum swale depth of 0.25m);
- Location and elevation of swales;
- Patios, decks and/or porches (including height of floor);
- Terraces, retaining walls;
- Location of accessories (propane tanks, air conditioning units, generators, hot tubs, pools etc.);
- Location and dimensions of all easements;
- All yard catch basins with rim and invert elevations;
- Curb cut locations;
- Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
- Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable
- Location of neighbouring wells and sewage disposal systems;
- Location of all road features along frontage and flankage of lots (curb lines, catch basins, sidewalks, etc.);
- Lot grading certificate by Developer's Engineer in accordance with the Subdivision Agreement requirements;
- Site benchmark as shown on approved Engineering Drawings;
- Proposed driveway culverts with size, type, invert and slope information;
- Engineered fill level is to be shown where applicable;
- Minimum setback from building to Average Annual High Water (AAHW) mark of all water bodies within the Lake Simcoe watershed (where applicable);
- Minimum naturalized buffer from the highwater mark (where applicable);
- Accessory buildings.

### 2. Site Plan

- Lot description including Registered Plan Number;

- Dimensioned property limits and building outline location with all setbacks shown;
- Existing trees to be maintained;
- Driveway and parking locations;
- Location of entrances and location of walkways; number of front and rear entry step risers;
- Patios, decks and/or porches;
- Terraces, retaining walls;
- Location of accessories (propane tanks, air conditioning units, generators, hot tubs, pools etc.);
- Location and dimensions of all easements;
- Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
- Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable
- Location of neighbouring wells and sewage disposal systems;
- Location of all road features along frontage and flankage of lots (curb lines, catch basins, sidewalks, etc.);
- Accessory buildings

### 3. Architectural

- Existing and proposed floor plans indicating room and space identification, fire separations, size and dimensions, structural framing of floors and locations of all openings.
- Roof plan showing structural framing, roof slope, drainage, roofing construction details, including engineered stamped truss layout and plans if applicable.
- Building elevations showing grade height, floor and ceiling heights, overall building height from average grade, eave heights from average grade, exterior finish materials, window heights and sizes and spatial separation requirements and calculations.
- Construction details of walls, floors, ceilings, roofs, stairs, guards, fireplaces and other significant design details including heights, materials, including LVL and pre-manufactured railing specifications and TJI layout if applicable.
- Location and details of all barrier free facilities and paths of travel.
- *Building Code* and energy efficiency metrics.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn.

### 4. Structural

- Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications. Including engineered truss layout and plans, TJI layout and LVL specifications.
- Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis.

- All reinforced concrete work including thickness and strength of concrete and size, spacing, minimum cover and type of reinforcing steel.
- Roof and floor truss drawings sealed by a professional engineer.
- Guard design, where applicable.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn.

## 5. Mechanical

- Heating, ventilating and air conditioning designs and plans, equipment layout and schedules.
- Heat loss and gain calculations, ventilation design summary and the sizing of heating and cooling equipment, where applicable.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

## 6. Plumbing

- Piping and drainage plans of all above ground and underground plumbing systems.
- Sprinkler and standpipe drawings including floor plans, riser diagrams and fire department connections.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

## 7. Electrical

- Location and specification of lighting, emergency lighting, exit signs, emergency power and fire alarm and detection systems and carbon monoxide detection.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

## 8. On-site Sewage System

- Depth to bedrock.

- Depth to zones of saturation.
- Soil properties, including soil permeability.
- Soil conditions including potential for flooding.
- A scaled site plan showing:
- Legal description, lot size, property dimensions, rights-of-way, easements and municipal/utility corridors.
- Location and clearances of items listed in Column 1 of Tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B., and 8.2.1.6.C. of Division C of the *Building Code*.
- Location of the proposed on-site sewage system on the property.
- Any additional drawings, information and specifications as determined by the Chief Building Official.

## 9. Supporting Documents

The applicant shall submit the following supporting documents to confirm compliance with applicable law and other required approvals when applicable;

- Township Planning Department
- Township Infrastructure Department
- Lake Simcoe Conservation Authority
- County of Simcoe, Transportation and Engineering
- Ministry of Transportation
- Ministry of Environment, Conservations and Parks
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Education
- Ministry of Children, Community and Social Services
- Ministry of Natural Resources and Forestry
- Electrical Safety Authority (ESA)
- Technical Standards and Safety Authority (TSSA)

A full list of applicable law is available on the Township's Website or Section 1.4.1.3. of the Ontario *Building Code*.

Note: The Chief Building Official may require more or less of any specified drawing or documents to suit the application being considered.