

Residential Building Permit Application Checklist

Customer Name:	Telephone No.	Project Address or Legal Description

IN ORDER TO COMPLETE A REVIEW, THIS FORM AND THE FOLLOWING INFORMATION MUST BE SUBMITTED. PLEASE BE ADVISED THAT UPON ACCEPTANCE, AND DURING THE PERMIT REVIEW PROCESS, THE APPLICANT MAY BE REQUIRED TO PRODUCE ADDITIONAL INFORMATION TO INSURE COMPLIANCE WITH APPLICABLE PROVINCIAL AND MUNICIPAL REGULATIONS.

- Completed Building Permit Application Form, including Schedule 1* where applicable
** Schedule 1 is completed by the various project designers and must accompany the permit application.*
- Proof of Ownership (provide either a Property Deed, or an Offer to Purchase (Deed to follow))
- Authorization from Owner (if applicant other than owner).
- Three (3) sets of working drawings, including:

<input type="checkbox"/> Site Plan <input type="checkbox"/> Site Drainage Plan <input type="checkbox"/> Foundation Plan - a P.Eng is required if using a slab or other non-standard construction <input type="checkbox"/> Heating Duct Layout (Two Storey Dwellings Only)	<input type="checkbox"/> Floor Plan(s) <input type="checkbox"/> Roof Plan <input type="checkbox"/> Building Section(s) <input type="checkbox"/> Elevations <input type="checkbox"/> Hydronic Heating Information (Infloor/Underfloor/Geothermal) <ul style="list-style-type: none"> <li style="width: 50%;">• Heat Loss Calculations <li style="width: 50%;">• Boiler Information <li style="width: 50%;">• Loop/Piping Layouts <li style="width: 50%;">• Baseboard Radiation locations <li style="width: 50%;">• Air Handler / Coil <li style="width: 50%;">• Type of Hot Water Tank <li style="width: 50%;">• Heat Exchanger
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- Roof Truss Layout and Certificate
- Floor Truss Layout and Certificate
- Engineered Beam Details (i.e. Parallam, Micro-lam)
- Engineered Guard Rail Design Required
- Fireplace/Woodstove/Chimney Details (provide manufacturer's installation instructions)
- Mechanical System Design Form (to be completed by a BCIN certified designer)
- Energy Efficiency Design Review Form
- Completed Plumbing Information Sheet, including Two (2) sets of isometric Plumbing Drawings
- Permit Fee \$ _____

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| 1. Proof of adequate water supply provided?
<i>- applicable if you are on a well system</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 2. Septic Field Approval from Ministry of Health provided?
<i>- applicable if you require a private septic system</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 3. Ministry of Transportation Approval provided
<i>- applicable if within 395m of highway intersections
- applicable within 46 metres from King's highway
- other MTO approvals may apply</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 4. Lakehead Regional Conservation Authority Approval
<i>- is your property in a flood plain or "cut and fill" area?
- is property located in the 'EP' zone or or "EO" (environmental overlay)?</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 5. Local Heritage Advisory Committee Approval
<i>- are you in a designated heritage area? Or
- is it a designated heritage building?</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 6. Noise Exposure Forecast Report (Airport Noise)
<i>- Transport Canada – See Airport Authority
- Close proximity to Airport may require noise evaluation</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 7. Demolition Permit Provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 8. Driveway Permit Required?
<i>- Driveway applications to be submitted to Engineering for review and approval
- Copy of issued driveway permit is required to be submitted for new and existing driveways before building permit can be issued</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enclosed | <input type="checkbox"/> N/A |
| 9. Applicable Law Checklist Attached?
<i>- Applicable Law Checklist to be completed by Applicant</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |

A Building Permit is issued based on information you provide and the accuracy of the information provided affects the processing time involved in (and the possibility of) issuing of a Building Permit. By completing this form and signing below, you understand it is your responsibility to provide this information in a timely fashion in order to efficiently and effectively process your application.

As per OBC Div.C, sentence 1.3.1.3, the submission of an incomplete permit application package will void the prescribed time period within which a permit shall be issue or refused.

CUSTOMER'S SIGNATURE: _____

APPLICATION RECEIVED / RETURNED BY: _____ DATE: _____