

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 \$ _____

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

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: _____