



BUILDING PERMIT GUIDELINE RESIDENTIAL

Name: _____ Address: _____ Date: _____ Staff Initials: _____

Description		Required	Submission Status	Comments	
Applicable Law	Zoning Confirmation/Approval	✓			
	Conservation Authority			If applicable	
	Ministry of Transportation (MTO)			If applicable	
Forms	Building Permit Application	✓			
	Energy Efficiency Design Summary	✓		Attached	
	Schedule 1: Designer Information	House	✓		Refer to Guide
		HVAC-House	✓		Refer to Guide
Plans	Foundation Plan	✓		Refer to Guide	
	Floor Plan	✓		Refer to Guide	
	Exterior Elevations	✓		Refer to Guide	
	Roof Framing Plan			If applicable	
	Cross Section(s)	✓		Refer to Guide	
Engineered Products	Truss Layout & Profiles-Eng. Sealed			If applicable	
	Floor Layout			If applicable	
	Beam Specifications			If applicable	
	Alternative Railing/Decking CCMC approval when not designed per SB-7			If applicable	
	ICF-Insulated Concrete Forms CCMC approval & manufacturer's details			If applicable	
Misc	Heat Loss Calculations	✓			
	Ventilation Summary	✓			
	Letter of Agent			When application not signed by owner	
	Permit Fee	✓		As per Fee By-law Calculated at submission	
	Lot Grading & Site Plan	✓			

* Refer to the Home Owners Guide for further details

*Be advised that additional information may be required following a full review of your permit application.

*Associated septic application must be approved prior to building permit issuance.

*2 COPIES OF ALL PLANS/DOCUMENTS ARE REQUIRED