

## Building Permit Application Checklist

In order an application to construct or demolish to be considered a complete application pursuant to section 1.3. of Division C of the Ontario Building Code, not less\* the following drawings, specifications and documents are required to be submitted in accordance with the correlating type of Building proposed as categorized and referenced below.

**NOTE:** \* Upon request, the Chief Building Official may specify that not all the below-mentioned plans are required to accompany an application for a permit. Conversely, the Chief Building Official may also determine that additional drawings specifications, or documentation may be needed were the minimum submittal is insufficient in order to determine compliance with the Code, the Act, or applicable law thereto.

1. Demolition (Full or partial)
  - a. Demolition Declaration Form
  - b. Commitment to General Review by a professional engineer where Division C, 1.2 applies
  - c. Site/grading plan prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
  - d. Confirm compliance with applicable provisions of the Heritage Act (applicable law)
2. On-site Sewage System (New, Repair/Alteration, or Change of Use)
  - a. Site Evaluation Report/ test pit information
  - b. Where Subsection 4.2 and 4.3 of the by-law applies a Grading and Drainage Plan prepared or verified by a professional engineer (P.Eng.) and/or an Ontario land surveyor (OLS)
  - c. Sewage system design and construction drawings including;
    - i. Plan view
    - ii. Cross section (longitudinal and bilateral to the bed)
  - d. The completed ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR Form
3. Residential Deck or Porch Permit
  - a. Site plan
  - b. Floor plan, foundation and framing plan
  - c. Elevation(s)
  - d. Section or detail of guard
  - e. Detail Section (through deck view)
4. Residential Accessory Buildings

- a. Site Plan or survey
  - b. Foundation plan
  - c. Floor Plan (framing)
  - d. Building Elevations (two sides minimum)
  - e. Detail or Building Section
5. Residential Addition
- a. Site Plan
  - b. Grading and Drainage Plan prepared by a professional engineer (P.Eng.), if applicable
  - c. Foundation plan
  - d. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
  - e. Building Elevations
  - f. Building and Detail Section
  - g. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - h. Additional information on Existing System Sewage System may be required (where applicable)
  - i. Completed EEDS form (OBC Part 12, SB 12)
6. Residential Renovation/Alteration, Change of Use
- a. A location plan or Site Plan where required
  - b. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - c. Any of the following construction plans as applicable
    - i. Foundation plan
    - ii. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
    - iii. Building Elevations
    - iv. Building and Detail Section
  - d. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - e. Additional information on Existing System Sewage System may be required (where applicable)
  - f. Where renovation is extensive or a Change of Use occurs a completed EEDS form may be required (OBC Part 12, SB 12)

7. New Residential House, Semi-Detached, Duplex, Townhouse, Multi-Unit or Apartment Buildings (Part 9 Building)
  - a. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - b. Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - c. Completed EEDS form
  - d. TARION (ONHWP) Registration Form
  - e. Where applicable a complete Private Sewage System Permit Application (see 2., above)
  - f. Verification of potable water supply if applicable
  - g. Foundation Plan
  - h. Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures)
  - i. Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings)
  - j. Building Elevations (4 sides)
  - k. Building and Detail Section
  - l. Mechanical Ventilation Design Summary Form
  - m. Heat Loss / Heat Gain Calculations and Furnace make/model
  - n. "New Building Service Report" from the County of Oxford Water and Wastewater Service Department (if municipally serviced)
  - o. Energy Efficiency Design Summary form
  - p. Information sheet for MDS I calculation (if applicable)
  - q. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)
8. New Residential Townhouse, Multi-Unit and Apartment Building (Part 3 Building)
  - a. Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - b. Geotechnical Investigation Report
  - c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - d. Commitment to General Review by a professional engineer and architect where Division C, 1.2 applies
  - e. Verification of on-site water supply for firefighting
  - f. Architectural Drawings (sealed)

- g. Structural Drawings (sealed)
  - h. Mechanical Drawings (sealed)
  - i. Electrical Drawings (sealed)
  - j. Sprinkler and Standpipe Drawings (sealed) where applicable
  - k. Energy efficiency design compliance summary form (OBC Part 12; SB 10)
  - l. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)
9. New Non-Residential Building or Addition (Part 3 or 9 Building)
- a. Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - b. Geotechnical Investigation Report
  - c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng) and an Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - d. Commitment to General Review by a professional engineer and/or architect, where Division C, 1.2 applies
  - e. Verification of on-site water supply for firefighting
  - f. Where applicable, a complete Private Sewage System Permit Application (see 2., above)
  - g. Architectural Drawings (sealed)
  - h. Structural Drawings (sealed)
  - i. Mechanical Drawings (sealed)
  - j. Electrical Drawings (sealed)
  - k. Sprinkler and Standpipe Drawings where applicable (sealed)
10. Non-Residential Alteration/Renovation/Change of Use (Part 3 or 9 Building)
- a. Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - b. Commitment to General Review by a professional engineer and/or architect, where Division C, 1.2 applies
  - c. Architectural Drawings (sealed), and includes applicable;
    - i. Elevations, Sections and Details
    - ii. Structural Drawings (sealed)
    - iii. Mechanical Drawings (sealed)
    - iv. Electrical Drawings (sealed)
    - v. Evaluation of the existing private septic system.

11. Farm Building (livestock housing facility, or nutrient storage facility and fixed transfer systems)
  - a. Site Plan (confirmation of location of building by OLS for MDS II purpose may be required)
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Site Characterization Report and Commitment to General Review (where required by the Nutrient Management Regulations)
  - d. Foundation Plan (sealed)
  - e. Floor Plan including interior penning and room layouts and uses (sealed)
  - f. Structural Plans and Specifications (sealed)
  - g. Building Section (sealed)
  - h. Engineered Roof Framing Plans
  - i. Confirmation of Drain relocate/disconnection (by Municipal Drainage Superintendent, where applicable)
12. Farm Building (Accessory Uses)
  - a. Site Plan
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Foundation Plan (sealed)
  - d. Floor Plan including room layouts and uses (sealed)
  - e. Structural Plans and Specifications (sealed)
  - f. Building Section (sealed)
  - g. Engineered Roof Framing Plans
13. Designated Structures (including agricultural commodities storage bunkers and bins)
  - a. Site Plan
  - b. Geotechnical review where new foundation system or ballasting is required
  - c. Structural Drawings or specifications
  - d. Elevations where applicable
  - e. Sections and Detail where applicable
  - f. MDS II calculations if applicable (nutrient storage facilities)