

What do you need to supply when making application for a building permit?

When submitting for a building permit application the following items are required at the time of Application for permit:

- Ministry of Ontario Application to Construct or Demolish-Signed and dated
 - Complete with attached schedules, ensure appropriate schedules are complete, signed and dated.
- Energy Efficiency Design Summary to be completed by Designer or Qualified Energy Auditor
- **Two** sets of drawings, to scale legible and include:
 - **Site Plan** showing lot lines and dimensions, new and existing building sizes and locations, building setbacks, street names, municipal address and north arrow.
 - **Grading Plan** required for all new single detached, duplex, semi detached and multiple dwellings. Grading plan shall bear the signature and seal of a professional engineer, landscape architect or an Ontario Land Surveyor certifying the drainage scheme depicted by the lot grading plan is compatible with the existing drainage patterns.
 - **Foundation Plans** showing scale, dimensions, size, type and location of all walls and partitions, with locations and lintel sizes for all openings, material specifications or notes.
 - **Floor Plans** showing scale, dimensions, use of rooms and spaces, size, type and location of all walls and partitions, with location and lintel sizes for all openings, material specifications or notes, location and direction of stairs, references to details.
 - **Elevations** showing scale, vertical dimensions, grade level, exterior finishes, overhang dimension, roof shape, slope and finish, reference to details.
 - **Sections and details** showing scale, details of footing, foundations, walls, floors and roof, distance from grade to floors, roof and underside of footing, material specifications or notes.
 - **HVAC Duct Design Layout & Residential Mechanical Ventilation design summary sheet**
 - **All drawings** to be done by certified designers with a valid BCIN (Except for exemptions as outlined under sections 3.2.4 and 3.2.5 of Division C)
 - **Engineered truss drawings** (complete with engineer stamp) required prior to framing inspections. To avoid any problems it is recommended the stamped truss drawings be submitted with the permit application.
- General Review Commitment Certificate completed by engineer/architect for any sealed drawings for aspects of the building designed outside of Part 9 of the OBC.
- Conservation Authority approval required prior to making application to permit
 - Lower Thames Valley Conservation Authority (519) 354-7310
 - St Clair Region Conservation Authority (519) 245-3710
- Septic Application or verification if needed

Application determined to be incomplete will be rejected and returned prior to review and will require to be resubmitted for issuance of building permit