

CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

The following items are required to be submitted as a complete application. If all the appropriate information is not provided then the application will be returned as incomplete.

1. The complete Ontario Application Form and all applicable schedules.
2. 2 sets of all submitted drawings and plans. All drawings must be legible and to scale.
3. Return this Checklist with the appropriate boxes checked next to the drawings etc. you have submitted.
4. For a Change of Use, Plumbing or other permit not listed below contact the Building Department.

New Building, Addition and Renovation: also include items from above 1 2 3

Refer to attachment Schedule 1 as a guideline for required drawings and plans. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example: plumbing, mechanical, wood trusses, and electrical services).

Site Plan	Building Elevation	Floor Plan	Foundation Plan
Framing Plan	Roof Plan	Sections & Details Plan	
Plumbing Plan	Electrical Services Plan	Heating Ventilation Air-Conditioning Plan	

Deck Attached or Unattached to a structure: also include items from above 1 2 3

Site Plan:

Detailed legible plan showing all existing and proposed buildings and their sq. ft. (m), and location to lot lines, septic systems, water and shore allowances or crown reserve.

Foundation, Piers, Floor & Section Plans:

Drawings that show size and spacing of piers or foundation, beams, joists, decking and railing details.

Dock: also include items from above: 1 2 3

Site Plan:

Show location and dimensions of all existing docks, boathouse and proposed docks. Include all setbacks to lot lines and distance from all shorelines.

Sewage Systems & Boathouses/Docks: See notes 1 & 2 at the end of schedule 1.

Framing Plans:

For simple projects the framing can be shown on the floor plans.

- The size, type and location of all structural members must be clear.
- The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (eg. Truss layout drawing)
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.

Roof Plans:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Preliminary Engineered truss system designs from the manufacturer must be included for permit approval followed by the detailed designs prior to the final framing inspection.

Section and Details:

- Cross sections will illustrate all materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of: insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, stairs, bracing and required connections, fireplace details and clearances.

Building Elevations:

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc. Should be clearly illustrated.

Electrical Service Plan:

- Indicate location of lights, smoke alarms, carbon switch monoxide detectors, switching, and other electrical components required under the Ontario Building Code.
- Note: Contact the Electrical Safety Authority at 1-877-372-7233 for electrical wiring permits.

Heating, Ventilation and Air Conditioning:

- Indicate locations of supply and return air opening for heating and ventilation.
- Provide heat loss calculations and duct design. If requested by the CBO.
- Location and description of HVAC units and ventilation design summary. If requested by the CBO.
- Location and clearance details of woodstoves and fireplaces.