

## **INFORMATION REQUIRED AT THE TIME OF APPLICATION FOR A BUILDING PERMIT CHECK LIST**

**All Permit Applications, Demolition Permits, Changing the Use of any Building, and Building Renovations/Additions** {such as Wood Burning Appliances, modifications to a building system (ie: plumbing, heating, structural, mechanical ventilation, fire and life safety systems, etc.)}

### **BASIC**

- Application fully completed
- Site Plan (birds eye view of the property) showing distances to property lines, existing and proposed buildings, drainage patterns, and any major land features such as rivers, ponds, etc.
- 2 copies of Building drawings showing proposed construction and/or a written description detailing all the work proposed in each room of the building. (BCIN required)
- All applicable fees and if required, Memorandum of Understanding.

### **NEW HOMES**

- All of the above information (BASIC).
- When Project Value over \$39,999. requires Schedule "B" of By-law 01-2006
- Septic Permit (South Nation Conservation Authority) (call 1-877-984-2948).
- Electrical Permits (Inspections call 1-877-372-7233 or [www.esasafe.com](http://www.esasafe.com)) **OR**  
(New Service Layout call 1-888-664-9376 or [www.hydroonenetworks.com](http://www.hydroonenetworks.com))
- Before You Dig - Contact Ontario One Call 1-800-400-2255 or [www.on1call.com](http://www.on1call.com)
- Deed.
- 2 copies of Building Plans showing each elevation, each floor plan, foundation plan, and a cross section and details which are unique to this building.
- Copy of Truss/Floor Joist Layout or other Engineered Product.
- Mechanical summary sheet completed (BCIN required).
- New Home Warranty statement.
- Entrance Permit and Civic Number application.
- Water and Sewer connection application. (Winchester and Chesterville)
- When Project Value over \$50,000. requires Ministry of Labour Notice of Project form.
- County Setback Permit (If within 45 metres of a County Road)

### **COMMERCIAL/INDUSTRIAL**

- All of the above information (BASIC).
- Locations and modifications to interior non-load bearing walls, fire separations, mechanical systems, sprinkler systems, cooking systems, fire alarm systems, etc.
- Site Plan Agreement (if applicable).
- Plumbing, Mechanical, and Electrical Plans.
- 2 copies of Architectural and Engineering Plans and Specifications if designed under Part 3 of the Building Code.
- Truss/Floor Layout.
- Letters of Undertaking and Certificate of General Review.
- When Project Value over \$50,000. requires Ministry of Labour Notice of Project form.

### **AGRICULTURAL**

- All of the above information (BASIC).
- Nutrient Management Plan (if applicable).
- Locations of neighbouring dwellings and plans of subdivision and/or villages.
- Engineering plans if designed under Part 4 of the Building Code.

Allow two (2) weeks for the examination of the information before you wish to receive a permit. If more information is required you will be contacted by the Building Department, please provide a phone number where we can leave a message if you are unavailable.