















BUILDING PERMIT GUIDELINES – ICI

Description		Required	Submission Status	Comments	
Applicable Law	Zoning Certificate	✓			
	Nottawasaga Valley Conservation Authority (NVCA) Lake Simcoe Conservation Authority (LSRCA)			If applicable	
	Ministry of Transportation (MTO)			If applicable	
	Simcoe County District Health Unit			If applicable	
Forms	Building Permit Application	✓			
	Schedule 1: Designer Information	Small, Large, or Complex Buildings			If applicable
		Plumbing – All Buildings			If applicable
		Building Services			If applicable
		Building Structural			If applicable
	General Review Commitment Certificate	Architectural			Each designing Engineer / Architect to comment if required.
		Mechanical			
		Structural			
		Electrical			
		Plumbing			
Plans	 Foundation Plan	✓			
	 Floor Plan	✓			
	 Exterior Elevations	✓			
	 Roof Framing Plan			If applicable	
	 Cross Section(s)	✓			
	 Plumbing Plan(s)			If applicable	
	 Electrical Plan(s)			If applicable	
	 HVAC Plan(s)			If applicable	

See other side ⇨

Eng. Products	 Truss Layout & Profiles			If applicable
	 Floor Layout			If applicable
	 Beam Specifications			If applicable
	 Engineered Steel Building Plans			If applicable
	 ICF – Insulated Concrete Forms  CCMC approval & manufacturer's details			If applicable
Misc.	Letter of Agent			<i>When application not signed by owner</i>
	Permit Fee	✓		<i>As per Fee By-law Calculated at submission</i>
	Engineered Lot Grading	✓		

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

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

3 COPIES OF ALL PLANS / DOCUMENTS ARE REQUIRED