









Description		Required	Submission Status	Comments
<b>Applicable Law</b>	Zoning Certificate	✓		
	Nottawasaga Valley Conservation Authority (NVCA) Lake Simcoe Conservation Authority (LSRCA)			If applicable
	Ministry of Transportation (MTO)			If applicable
<b>Forms</b>	Building Permit Application	✓		
	Schedule 1: Designer Information	✓	Small Buildings	
<b>Plans</b>	 Foundation Plan	✓		Refer to Guide
	 Floor Plan	✓		Refer to Guide
	 Exterior Elevations	✓		Refer to Guide
	 Roof Framing Plan			If applicable
	 Cross Section	✓		Refer to Guide
<b>Engineered Products</b>	 Engineered Truss Layout			If applicable
	 Engineered Floor Layout			If applicable
	 Engineered Beam Layout			If applicable
	ICF – Insulated Concrete Forms CCMC approval & manufacturer's details			If applicable
<b>Misc.</b>	Letter of Agent			When application not signed by owner
	Septic or Septic Verification			
	Permit Fee	✓		As per Fee By-law calculated at submission
	Engineered Lot Grading			\$1000.00

- Refer to the Home Owner's Guide for further details
- Be advised that additional information may be required following a full review of your permit application package.

**2 COPIES OF ALL PLANS/DOCUMENTS ARE REQUIRED**

✓ Min. Scale 3/16" = 1' or ¼" = 1' preferred. Minimum page size 11" x 17"