

Building Permit Guideline – RESIDENTIAL

Description		Required	Submission Status	Comments
Permit Fees (Cash, Cheque or Debit ONLY)		✓		As per Fees & Chrgs By-law
Applicable Law	Zoning Certificate	✓		
	Nottawasaga Valley Cons. Auth. (NVCA), Lake Simcoe Cons. Auth.(LSRCA)			If applicable
	Ministry of Transportation (<i>MTO</i>)			If applicable
Forms	Building Permit Application	✓		
	Schedule 1: Designer Information	House	✓	
		HVAC - House	✓	
	Energy Efficiency Design Summary	✓		Attached
Plans	Foundation Plan	✓		Refer to Guide
	Floor Plan	✓		Refer to Guide
	Exterior Elevations	✓		Refer to Guide
	Roof Framing Plan			If applicable
	Cross Section(s)	✓		Refer to Guide
Engineered Products	Engineered Truss Layout - Eng. Sealed			If applicable
	Engineered Floor Layout			If applicable
	Engineered Beam Layout			If applicable
	Alternative Railing/Decking – Loading Report + Attachment Drawings/Details CCMC approval when not designed per SB-7			If applicable
	ICF – Insulated Concrete Forms – Table Used CCMC approval & manufac. details sheet			If applicable
Misc.	Heat Loss Calculation Layouts	✓		
	Ventilation Summary	✓		
	Letter of Agent			<i>When app. not submitted or signed by owner</i>
	Septic or Septic Verification	✓		
	Eng. Lot Grading Plan			\$1000 Deposit
	Water Meter & Trench Inspection			

- Be advised additional information may be required following a full review of your permit application package.
- Permit Fee required at time of submission

SEE ELECTRONIC SUBMISSION GUIDELINES FOR THE REQUIRED DOCUMENTATION TO ACCOMPANY THE APPLICATION FORM