

## RESIDENTIAL PERMIT APPLICATIONS CHECKLIST

### Required Documentation for Residential (Single Family) Permit Applications

#### 1. New Homes

- Septic Permit and Well Record; **or**
- Water/Sewer Connection permit
- Entrance Permit
- Occupancy Affidavit
- Non-Urban Development Affidavit
- New Home Warranty Declaration

#### 2. New Homes and Additions

- Completed Application Form (name, date, signature, etc)
- Designer Information and Building Code Identification Number (BCIN)
- Energy Efficiency Design Summary Form
- Confirmation of Existing Septic System Capacity and Layout (where applicable)
- Roof and Floor Truss Shop Drawings, LVL Design Sheets (usually at framing inspection)
- Two Complete Sets of Building Plans with the following Information:
  1. Basement, foundation and framing plan;
  2. Ground floor plan;
  3. Second floor plan (where applicable);
  4. Wall sections;
  5. Elevations – front, rear, and sides;
  6. Roof Plan;
  7. Heat loss, duct design, and plans (new homes and additions over 20 m<sup>2</sup>)
- Site Plan showing:
  - Dimensions of proposed building
  - Location of proposed building, well and septic system with dimensions from property lines, road, and existing buildings;
  - Locations of any barns within 609 m (2,000 ft)
  - Other physical features such as escarpments, flood plains, and water courses;
  - Wells and septic systems on adjacent properties.

#### 3. Renovations

- Framing and floor plans (existing and proposed)
- Wall sections
- Plumbing Plans (where applicable)
- Confirmation of Existing Septic System Capacity and Layout (where applicable)

#### Building Plans (scaled drawings) to include details of:

- Room names and dimensions, locations of all plumbing fixtures, finished / unfinished space
- Beam sizes, spans, columns and footings, floor joist sizes, spans and spacing
- Cross section detail to include foundation backfill height, type of wall, thickness, footing size & thickness, column footing sizes, perimeter drain size and location and gravel cover, deck construction, guard/railing details and heights
- Floor, wall, and roof assemblies information including description, size, span and spacing, insulation, bridging/blocking, air/vapour barriers, interior/exterior finishes
- Full cross-sectional detail for cathedral ceilings or roofs to include joist size, depth of insulation, ventilation, purlins, etc
- Bathroom ventilation, attic hatch size and locations, attached garage door closure, smoke/CO alarms
- Woodstove and fireplace construction details, including clearances to combustibles and type of chimney
- Crawl space ventilation, heights, ground cover, insulation support, heating and access

#### Other Documentation that may be Required:

- Agent of Record Letter
- Quinte Conservation Permit
- MTO Permit
- Ontario Heritage Act – Heritage Committee Review
- SB-7 – Guards for Housing and Small Buildings
- Stamped Engineered Drawings (for items outside of Part 9 of the OBC, or SB-7)
- WETT Certificate – Required if you are installing a Wood Burning Stove / Fireplace

**Please note: This checklist is not intended to be an exhaustive list of requirements, but aims to assist you with meeting some of the most common requirements in the building permit process.**