



Document Submission Checklist – Addition to Existing Dwelling

IF YOUR PROPERTY IS SERVICED BY A WELL AND OR SEPTIC SYSTEM YOUR APPLICATION MAY BE SUBJECT TO APPROVAL FROM PUBLIC HEALTH SUDBURY & DISTRICTS

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents which are required in order to submit an application to obtain a building permit.

	Description	Req'd	Rcv'd	Comments
Required Documentation	Application for a Permit to Construct or Demolish	✓		
	Acknowledgement by Applicant of Incomplete Application	✓		
	Plot Plan (max size 11"x17" paper) or Survey – Scaled with setbacks	✓		
	*Detailed Construction Drawings (includes floor plans, elevations and cross sections)	✓		
	Roof Construction Plans or Engineered Roof Truss Layout	✓		
	Window Specifications Package	✓		
	Energy Efficiency Design Summary	✓		
	Other	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)		
Letter of Authorization (if applicant is not the owner of the property)				
Health Unit Approval				See Note Above
Heat Loss/Gain Calculations, HVAC Drawings and Ventilation Summary				
HVAC Commitment Certificate and Owner's Undertaking				
Pre-Engineered Framing Drawings (ie. LVL, Floor Trusses, etc.)				
Geotechnical Engineering Requirements (Commitment Certificate and Owner's Undertaking)				
Approval Documents as required (CCMC, BMEC or Minister's Ruling)				
Lot Grading Commitment Certificate				
Written Cost Estimate signed by Homeowner				

***2 SETS OF ALL DRAWINGS ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION. MINIMUM CONSTRUCTION DRAWING SIZE IS 11"X17" PAPER. MUST BE TO SCALE AND ALL ROOMS IDENTIFIED AND DIMENSIONED.**

Please be advised that additional information may be required following a full review of your application.

Updated August 2021

Pursuant to Section G of an application to Construct or Demolish