



Document Submission Checklist – Addition to Existing Dwelling

Pursuant to Section G of an application to Construct or Demolish

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

	Description	Req'd	Rec'd	Comments
Required Documentation	Plot Plan or Survey – Scaled with setbacks	✓		
	*Detailed Construction Drawings (includes floor plans, elevations and cross sections)	✓		
	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)	✓		
	Roof Construction Plans or Engineered Roof Truss Layout	✓		
	Window Specifications Package	✓		
	Energy Efficiency Design Summary	✓		
Other	Letter of Authorization (if applicant is not the owner of the property)			
	Health Unit Approval			Required for all properties without or only partially served by Municipal Sewer and Water
	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			Including material, labour, designer/consulting fees and HST

***CONSTRUCTION DRAWINGS, IN PDF FORMAT TO SCALE, ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION. MUST HAVE ALL ROOMS IDENTIFIED AND DIMENSIONED.**

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