



## Document Submission Checklist – Decks, Attached and Detached

Pursuant to Section G of an application to Construct or Demolish

**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
<b>Required Documentation</b>	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 Framing Drawings (includes plan view, elevations, pier/footing type and spacing)**	✓		
<b>Other</b>	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)			
	Letter of Authorization (if applicant is not the owner of the property)			
	<b>Health Unit Approval</b>			See Note Above
	Approval Documents as required (CCMC, BMEC or Minister's Ruling) –Helical Piles, Composite Decking, etc.			
	Helical Piles Commitment Certificate and Owner's Undertaking			
	Pre-Engineered Drawings for Guard System			
	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. DRAWINGS ARE REQUIRED TO BE TO SCALE.  
 \*\*STANDARD DRAWINGS MAY BE AVAILABLE FOR RECTANGULAR DECKS NOT SURROUNDING AN ABOVE GROUND POOL.**

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