



Document Submission Checklist – Secondary Units

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
Required Documentation	Application for a Permit to Construct or Demolish	✓		
	Acknowledgement by Applicant of Incomplete Application	✓		
	Plot Plan Scaled with setbacks (max size 11"x17" paper) or Survey – Parking Spaces Defined for Each Unit	✓		
	*Detailed Construction Drawings (includes floor plans – new and existing, elevations and cross sections)	✓		
Other – as required	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
	HVAC Requirements (Separate Heating Systems only) – 2 sets			
	Approval Documents as required (CCMC, BMEC or Minister's Ruling)			
	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.