

## Document Submission Checklist – Secondary Units

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
<b>Required Documentation</b>	Plot Plan Scaled with setbacks or Survey – Parking Spaces Defined for Each Unit	✓		
	*Detailed Construction Drawings (includes floor plans – new and existing, elevations and cross sections)	✓		
	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)	✓		
<b>Other – as required</b>	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
	HVAC Requirements (Second heating systems within existing dwelling or new system in detached unit only)			
	Approval Documents as required (CCMC, BMEC or Minister's Ruling)			
	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.