



## Document Submission Checklist – Single, Semi-Detached Dwellings

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 Documents</b>	Plot Plan or Survey – Scaled with setbacks	✓		
	*Detailed Construction Drawings (includes floor plans, elevations and cross sections)	✓		
	Heat Loss/Gain Calculations, HVAC Drawings and Ventilation Summary – 2 sets	✓		
	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)	✓		
	HVAC Commitment Certificate	✓		
	HVAC Owner's Undertaking	✓		
	Energy Efficiency Design Summary	✓		
<b>Other Documents – if applicable</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
	Engineered Roof Truss and/or Floor Truss Design/Layout			
	Approval Documents as required (CCMC, BMEC or Minister's Ruling) – Helical Piles, Composite Decking, etc.			
	ICF Foundation Specifications, Details and CCMC Report			
	Geotechnical Engineering Requirements (Commitment Certificate and Owner's Undertaking)			
	Lot Grading Commitment Certificate and Owner's Undertaking			
	Written Cost Estimate			Including material, labour, designer/consulting fees and HST
	Non-Conventional Foundations (ie. Wood)			

**\*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.