



## 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 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 Construction Drawings (includes floor plans, elevations and cross sections)	✓		
	Roof Construction Plans or Engineered Roof Truss Layout	✓		
	Window Specifications Package	✓		
	Energy Efficiency Design Summary	✓		
<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)			
	Health Unit Approval			
	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 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.