

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 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			
	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.