

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 (max size 11"x17" paper) or Survey – Scaled with setbacks	✓		
	*Detailed Construction Drawings (including anchoring or tie downs)	✓		
Other	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			
	Written Cost Estimate signed by Homeowner			

***STANDARD DRAWINGS MAY BE AVAILABLE**

Please be advised that additional information may be required following a full review of your application.