



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 in order to submit an application to obtain a building permit.

	Description	Req'd	Rcv'd	Comments
Required Documents	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)	✓		
	Heat Loss/Gain Calculations, HVAC Drawings and Ventilation Summary – 2 sets	✓		
	HVAC Commitment Certificate	✓		
	HVAC Owner's Undertaking	✓		
	Window Specifications Package	✓		
	Energy Efficiency Design Summary	✓		
	Tarion (Builder info or Letter of Confirmation)	✓		
Other Documents – if applicable	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			
	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 signed by Homeowner			
	Non-Conventional Foundations (ie. Wood)			

***3 SETS OF CONSTRUCTION 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.