



PERMIT APPLICATION PROCESS CHECKLIST

SINGLE FAMILY DWELLING/ADDITION

Application Examiner: _____ Application Number: _____ Date: _____

To apply for a permit, the following items are required:

REQ'D	REC'D	
		Application for Permit to Construct or Demolish
		Letter of Authorization signed by property owner, if applicable
		Schedule 1 Designer Information
		Detailed site plan (showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic address, wells/septic, driveway location, watercourses, ponds, rivers, street location). Highlight new construction. Site plan to match that submitted for SAP and LSRCA approval
		Foundation plan (beams, layout of floor joists, size, span, specs of all joists and beams), For additions: 1 set of existing foundation system and connection details
		Floor plans (all rooms identified, bedroom closets, plumbing fixtures size, span, spacing of framing above i.e. second floor or roof plan)
		Cross sections
		Elevations (all doors and windows indicated including lintel sizes, roofing material, exterior cladding)
		Truss drawings sealed by professional engineer or Roof framing details if roof is conventionally framed (cut-roof)
		Layouts for engineered floor or roof systems such as Nascor, Jagar, TJI etc. Spec sheets for products such as LVL, PSL, LSL Beams etc.
		Heat Loss: Schedule 1 for Duct Design
		Heat Loss Calculations (for new and addition 15% of the living space, size and location of the duct required)
		Duct Design (or mechanical plans)
		Mechanical Ventilation Summary Sheet
		Energy Efficiency Summary Sheet
		Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		Site Alteration and Entrance Permit (engineering2@georgina.ca)
		Permit to connect
		Entrance permit <input type="checkbox"/> Region (895-1231x75207) <input type="checkbox"/> MTO (416-235-4276)
		Building Division / MOE on-site sewage system approval, if applicable
		House number

****** If trees are to be removed within an area that would constitute a woodlot of more than 0.5 acres, please contact the Regional Municipality of York. 1-877-464-9675 x75258

****** A Road Occupancy Permit is required for any work or parking of vehicles or construction equipment on a Town owned road allowance. Please apply at Service Georgina on the first floor. 905-476-4301 ext. 2443

This checklist constitutes a preliminary review to determine suitability of building permit application package only. A further review will be completed by the Zoning Examiner and Plans Examiner, at which time more information and/or amendments to the drawings may be required.

Please review the refund policy for building permits: [Building By-law 2021-0019](#) Section 16.

Please note that Developments Charges may apply, confirm with the Zoning Examiner.