



PERMIT APPLICATION PROCESS CHECKLIST

INTERIOR RENOVATION

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 and legal address, wells, septic, driveway location, watercourses, ponds or rivers, and street location). Highlight new construction
		Floor plan (existing and proposed floor plans - all rooms identified, bedroom closets, plumbing fixtures) For wall/partial wall removal, include roof framing information, number of stories above, foundation information (to determine loads and support)
		Cross sections where applicable
		Existing and proposed elevations where applicable
		Any new window/door openings and lintel sizes
		Lake Simcoe Region Conservation Authority approval if applicable (905-895-1281 ext.266)
		Site Alteration and Entrance Permit if applicable
		Building Division / MOE on-site sewage system approval, if applicable
<p>** 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</p>		

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