PERMIT APPLICATION PROCESS CHECKLIST

ADDITIONAL RESIDENTIAL UNIT
(SINGLE, SEMI, TOWNHOUSE)

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
		Accessory Apartment Registration Application
		Detailed site plan. Provide interior garage dimensions and driveway dimensions within the lot boundary)
		Floor plans of existing and new dwelling (basement,1st & 2nd floor) including room sizes
		Cross sections to include ceiling heights (including locations and heights from floor to bulkhead)
		Window sizes (clear opening sizes, window wells if any, depth from base of window to window well, sill height from grade level)
		Location of exits and egress
		Fire separation details (service rooms, common spaces, dwelling separations, walls and ceilings)
		Details for sound transmission classification
		Locations of smoke alarm and carbon monoxide detectors
		Locations of dampers in duct work penetrating the fire separations
		Location of heating outlets and cold air returns in each room, designed by a qualified designer and shall show heat loss calculations, ventilation and duct design
		Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		Site Alteration and Entrance Permit if applicable (engineering2@georgina.ca)
		Building Division / MOE on-site sewage system approval, if applicable

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.