



Permit Application Process Checklist

ICI Buildings

Application Examiner: _____ Application number: _____ Date: _____

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

Required Received

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| ☐ | ☐ | PDF submission requirements |
| ☐ | ☐ | Application for permit to construct or demolish |
| ☐ | ☐ | Letter of authorization , signed by the property owner, if applicable |
| ☐ | ☐ | Schedule 1 Designer Information for each designer, or/if n/a Commitment to General Review completed by owner and architect and/or professional engineer for all buildings of A, B, F1 Major Occupancy, or any building of C, D, E, F2 Major Occupancy greater than 600m ² in building area, or more 3 stories in building height. Drawings must be sealed by the consultants if it meets the above criteria |
| ☐ | ☐ | Building Data Matrix , may be included on drawing |
| ☐ | ☐ | 1 set of 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). Site plan to match that submitted for lot grading and Lake Simcoe Region Conservation Authority approval |
| ☐ | ☐ | 1 set of parking plans showing accurate number of spaces, where required |
| ☐ | ☐ | 1 set of foundation plans |
| ☐ | ☐ | 1 set of floor plans for existing buildings |
| ☐ | ☐ | 1 set of floor plans for proposed buildings |
| ☐ | ☐ | 1 set of cross sections and details |
| ☐ | ☐ | 1 set of elevation drawings |
| ☐ | ☐ | 1 set of building specifications |

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| ☐ | ☐ | 1 set of mechanical designs (HVAC, plumbing, sprinkler, etc.) |
| ☐ | ☐ | Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437) |
| ☐ | ☐ | Site plan approval/Lot grading |
| ☐ | ☐ | Building Division/MOE on-site sewage system approval, if applicable |
| ☐ | ☐ | Health Services approval – for food premises and other health related uses (1-800-361-5653 or health.inspectors@york.ca) |

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. 3001.

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 Bylaw 2026-0058 \(BU-1\)](#) Section 16.

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

Please be advised that the submitted building permit application will not undergo plans examination to confirm compliance with the Ontario Building Code until the building permit application is deemed complete. A complete application includes confirmation of compliance with all Applicable Law as defined in Division A, Part 1, Sentence 1.4.1.3(1) of the Ontario Building Code.