



# PERMIT APPLICATION PROCESS CHECKLIST

## SINGLE FAMILY DWELLING/ADDITION

REQ'D	REC'D	
		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. Site plan to match that submitted for lot grading and LSRCA approval.
		Foundation Plan (beams and layout of floor joists, size, span, specs of all joists and beams)
		For Additions: 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)
		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
		Truss Drawings Sealed by P. Eng or Roof Framing Details if Roof is Conventionally Framed (Cut-Roof)
		Layouts for Engineered Products such as LVL, PSL, LSL Beams, joists, TJI, Jagar, Nascor Etc. Floor or Roof Systems
		Schedule 1 - Designer
		Part 8 Approval
		Site Alteration Permit <span style="float: right;">(2<sup>nd</sup> Floor Engineering)</span>
		Permit to Connect
		Entrance Permit
		Lake Simcoe Region Conservation Authority Approval (if applicable)
		Letter of Authorization Signed by Owner
		House Number

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