



Building Permit Application Checklist

(Please note, incomplete applications WILL NOT BE PROCESSED)

- ❖ **Site plan showing building location and distances from all property boundaries and features**
- ❖ **General description of intended work and intended use**
- ❖ **Property civic address and/or Property Identification Number**
- ❖ **Contact information for owner, contractor and key subcontractors**
- ❖ **Estimated cost and timelines of construction**
- ❖ **If applicable, Watercourse and Wetland Alteration Permit for development near watercourses and wetlands**
- ❖ **If applicable, Setback Certificate for development within 30m of a Public Road in Rural areas**
- ❖ **If applicable, Septic Design Approval**
- ❖ **Construction Plans:** Application must include clearly-drawn, scale drawings of structure and all work to be done. If an addition, or change of occupancy, a depiction of the structure must be included. All Part 3 construction (large buildings, restaurants, bars, churches, meeting halls, etc.) require drawings from a recognized professional designer.
 - **Required plan details for all buildings:**
 - Foundation System
 - Building Description including area, height, storeys (including basements)
 - Egress windows for bedroom (residential Part 9 occupancies)
 - Soil gas pipe location (for slabs-on-grade in occupied structures)
 - Ventilation and heating system
 - Layout/design of stairs and landings
 - Depict or describe wall system (insulation, construction, cladding, lintels)
 - Depict or describe ceiling/roofing system (insulation, truss/rafter, roof construction)
 - For structures in earthquake-prone area, identify braced wall panels – showing length, continuity through storeys, etc. Includes spacing of anchor bolts at corners as required
 - Exits or means of egress as required
 - **Required for ICF buildings above grade:**
 - Engineered design for seismically active area (York County exempt)
 - **Required for non-residential buildings:**
 - Design/layout of required barrier-free elements (ramps, walkways, bathrooms)
 - Design of all fire separations
 - Design/layout of washroom facilities