BUILDING PERMIT CHECKLIST

All applications must be filled out in full. Residential applications will be issued or denied within 10 working days. Multi-residential or commercial applications will be issued or denied within 30 working days.

- Proof of ownership
- Entrance Permit
- Water source (well report)
- Site Drawing (including setbacks, MDS reports, CA approvals)
- Completed Application

- Signed Schedule 1
- Stamped Engineers/Architects Drawings
  - Construction drawings (to scale) to include;
    - Foundation plans
    - Floor plans
    - Reflected ceiling plan
    - Roof plan
    - Building sections
    - Wall sections
    - Engineered systems designs
- Septic Design Completed Schedule 2 signed
- Energy Efficiency Design Considerations
  - SB-12 Performance
    - Designer taking responsibility for design
  - Energy Star
    - Software design package
    - Designer taking responsibility for design
    - Certificate from MNR, software company
  - EnerGuide 80
    - Software design package
    - Designer taking responsibility for design
    - Certificate from MNR, software company
  - Duct Design
    - Software design package
    - Designer taking responsibility for design
    - Certificate from MNR, software company
  - Plumbing design (As per CBO's request)