



BUILDING DEPARTMENT

DOCUMENTS REQUIRED IN ORDER TO OBTAIN A BUILDING PERMIT

...FOR THE SAFETY OF ALL OF US AT HOME, WORK AND PLAY

Why are documents required?

When applying for a building permit you will be required to submit certain documents with your application. These documents are essential in assisting the Building Official in properly reviewing your application for a building permit.

What documents are required?

- Completed and signed application form.
- Two complete sets of plans and specifications.
- A detailed Site Plan.
- A copy of the Deed of Land.
- A health department certificate for sewage system. Contact South Nation River Conservation Authority. 1-877-984-2948
- A survey plan of the property.
- Ontario New Home Warranty program enrollment number. (contractor)
- A site Plan Agreement.
- Entrance Permit. (culvert)
- Letter of Authorization from the Ministry of Natural resources or the South Nation River Conservation Authority. 1-877-984-2948

Do I require all these documents?

No, the above list is only a guide to assist you in obtaining your building permit. The nature of your application will determine which of the documents are required by the municipality. For example, documents required for a single family dwelling or a garden shed will vary accordingly.

What type of information is required on the plans?

Plans shall be drawn to scale, be legible, and indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that the completed work will conform to the Building Code and any other applicable law.

What should the plans include?

- Floor plans of all levels. (Ground, basement, etc.)
- Elevations of all facades. (Front, rear, right, left)
- Cross section.
- Wall section.
- Specifications of construction.
- Specific construction details as required.

What type of information is required to be on the Site Plan?

A site plan is essentially a graphic representation of the property showing the location of the proposed construction in relation with the property lines. See our flyer on how to do a site plan if you need more information.

If you require any assistance in preparing your application or have any questions, please contact the Building Department.

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