



## Building Department

6648 Road 506

Plevna, Ontario, K0H 2M0

Telephone: (613) 479-2231, Fax: (613) 479-2352

### Building Application Check List

#### *Accessory Buildings*

Applications for accessory buildings can be a complicated procedure for those that have never applied before. As the complexity of accessory structures can vary greatly, some of the items listed below may or may not be required. Any changes to the structure during construction may require a revision or re-submission of any required documents or plans. Please note that any garage designed on a floating slab over 55m<sup>2</sup> (538ft<sup>2</sup>) or 2 storeys in height will require an engineer's design for the slab.

The Township's Zoning By-law is one of the laws that your proposed building will be reviewed against. In many circumstances (particularly with waterfront lots) a pre consultation with the Townships Planning and Building Departments can answer any questions you may have and avoid costly mistakes prior to construction.

The items in the list below may be required for a complete permit application. Upon review of the application, the Building Department may require further documentation or clarification.

1. A completed Building Permit Application.
2. A complete set of drawings (11x17 preferred), showing floor plans, elevations, cross sections, truss layout etc.
3. Survey (if required).
4. Permit fee calculated (Payment due when permit is picked up).
5. Copy of deed or tax bill
6. Health Unit septic approval (if required)
7. Conservation Authority, Min of Natural Resources, Agriculture, Environment approval (Where applicable)
8. Setback Waiver
9. Occupancy Form (if required)

#### Notes:

1. Permit card must be posted on site within view.
2. It is the sole responsibility of the applicant/owner to ensure that all inspections are completed.
3. 48 hours' notice is required for all inspections.
4. Hydro permit is required through Hydro One (1-877-372-7233)
5. All permit applications must be complete before we can review them.