



## Building Department

6648 Road 506

Plevna, Ontario, K0H 2M0

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

### Building Application Check List

## ***Single Family Dwellings, Cottages, and Major Renovations or Additions***

Applications for a new home can be a complicated procedure for those that have never applied before. Some important items to consider when applying are as follows:

- If you are not designing the home yourself, you will have to use the services of a qualified designer.
- If you are not acting as the General Contractor yourself, then the home must be enrolled in the Tarion New Home Warranty Program.
- Any changes to the structure during construction may require a revision or re-submission of any required documents or plans.

The Township's Zoning By-law is one of the laws that your proposed structure will be reviewed against. In many circumstances (particularly with waterfront lots) a pre consultation with the Township's 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. Permit fee calculated. (Payment due when permit is picked up).
4. Survey of property when requested.
5. Copy of deed or tax bill.
6. Plot plan showing distances from lot lines, high water mark and all buildings.
7. Health Unit Septic approval.
8. Setback waiver.
9. Energy Efficiency Design Summary.
10. Well records when requested.
11. Drainage plan showing method for dealing with surface drainage on property when requested.
12. Heat Loss/Gain – Duct Layout (Must be completed by HRAI certified designer before permit is issued).
13. Conservation Authority, Min of Natural Resources, Agriculture, Environment approval (Where applicable).

14. Entrance permit and Civic Address from Roads Department. (Payment must accompany application).
15. Occupancy Waiver.

**Notes:**

1. Permit 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.**