



## Building Department

6648 Road 506

Plevna, Ontario, K0H 2M0

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

### Building Application Check List

## **Renovations**

Applications for renovations can be a complicated procedure for those that have never applied before. As the complexity of renovations 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.

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 complete 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. Copy of deed or tax bill.
5. Health Unit Septic approval (if required).
6. Energy Efficiency Design Summary Sheet (if required).
7. Well records when requested.
8. Heat Loss/Gain – Duct Layout (Must be completed by HRAI certified designer before permit is issued) (if required).
9. Conservation Authority, Min of Natural Resources, Agriculture, Environment (Where applicable).
10. Occupancy Waiver.
11. Setback Waiver.
12. Plumbing Sign Off Sheet (where applicable).

#### 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.**