

BUILDING PERMIT

(RESIDENTIAL ONLY) MISCELLANEOUS APPLICATION REQUIREMENT LIST

This checklist is for other projects (ie. Hot tub, pool, interior renovations, retaining walls, window/door replacements, etc.)

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

All required items must be provided upon application and uploaded to ProjectDox, as per the required naming conventions. Incomplete applications will be returned to the Applicant. This checklist does not need to be submitted as part of your application.

Required Items

Provide
the
following:

1. A Letter of Authorization from the **property owner(s)** registered on title, including contact information, is required for both interior and exterior projects.

EXTERIOR PROJECTS ONLY:

2. Site Plan (plot plan or RPR), that shall include:
 - North Arrow;
 - Property lines, shown and labelled;
 - Location of buildings in relationship to property line; including front, rear, and side yard setbacks;
 - All easements and right-of-ways shown and labelled;
 - Dimensions of proposed project(s); and
 - Distance from proposed project(s) to all property lines

3. Depending on the scope of project, other drawings may be required showing what work is being completed, such as elevations showing window and door changes.

INTERIOR PROJECTS ONLY:

4. Floor Plan, that shall include:
 - Dimensions of rooms and spaces (corridors, stairs, etc.);
 - Window and door opening locations and sizes;
 - Use of each room;
 - Location of smoke/carbon monoxide detectors; and
 - Total area of construction only (sq.M)

5. Depending on scope of project, other drawings may be required, such as cabinet specifications if changing kitchen cabinets.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.