

Building Permit Application Requirement List:

MISCELLANEOUS (RESIDENTIAL ONLY)

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.

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.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)