

Building Permit Checklist for Additions, Garages, and/or Carports (Residential Only)

Accepted By: _____

Name of Applicant: _____ Initial _____ Date _____

Your application will be reviewed and full comments provided within _____ business days.

The following is a list of drawings/documents which are required to be submitted in order to obtain a building permit.

	Description	Rec'd	Comments
MANDATORY TO APPLY FOR PERMIT	Site Plan Approval and Site Plan Agreement (including Oak Ridges Moraine)		If applicable
	Niagara Escarpment Commission Approval		If applicable – (905) 877-5191
	Toronto Region Conservation Approval		If applicable – (416) 661-6600, ext. 5221 to book appointment
	Credit Valley Conservation Approval		If applicable – (905) 670-1615
	CTC Source Protection Plan		If applicable – www.ctcswp.ca
	* Site Plan Drawing, include location of septic system (if applicable) and setbacks to new construction		Must also show proposed drainage/lot grading
	* Detailed Construction Drawings (includes floor plans, elevations and cross sections, approval documents such as CCMC or BMEC and Minister's Rulings)		Must meet the design requirements in the OBC Div. C Part 3.
	* Roof truss design drawings (sealed by a P. Engineer)		If applicable (refer to Guide)
	* Engineered floor framing layout drawing		If applicable (refer to Guide). All point loads shall have Engineered Specifications sealed by the Engineer.
	* Heat Loss, Heat Gain Calculations, HVAC drawings & Ventilation summary		If applicable (refer to Guide). Shall be designed by a qualified HRAI and Code Qualified person.
	* Septic System analysis may be required to confirm existing system is sized appropriately for additional load		If applicable (refer to Guide). Designer and installer shall be Code Qualified in accordance with OBC Div. C Part 3.
	* Energy Efficiency Design Summary		If applicable
	Application(s) & Payment		
	ADDITIONAL	Town of Caledon approval for Driveway / Access	
Region of Peel approval for Driveway / Access			If applicable – (905) 791-7800 Ext 3400
Road Access approval from Ministry of Transportation			If applicable – (416) 235-5292
Approval from Ministry of Transportation for buildings/structures within 45 m of Hwy #9, 10 or 400 series or within 395 m of an intersection of Hwy #9, 10, or 400 series			If applicable – (416) 235-5385 or 1-866-636-0663

***2 SETS OF ALL DRAWINGS/DOCUMENTS ARE REQUIRED AT TIME OF PERMIT APPLICATION**

SUBMISSION - Please be advised that additional information may be required following a full review of your application.



TOWN OF CALEDON

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