

Building Permit Checklist for Single / Semi-detached / Row Dwellings

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 or Corner Lots)		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		Must also show proposed drainage/lot grading → see note below
	* 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 drawing (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		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		Designer and installer shall be Code Qualified in accordance with OBC Div. C Part 3.
* Energy Efficiency Design Summary			
	Application(s) & Payment		
ADDITIONAL	Town of Caledon approval for Road Access/existing culvert		If applicable – (905) 584-2272 Ext. 7750
	Region of Peel approval for Road Access/existing culvert		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.

NOTE: All applicable Development Charges must be paid prior to Building Permit issuance.

Site Plan Drawing Note: If the property is located in a subdivision, the developer's engineer shall certify the lot conforms to the overall grading plan.



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Revised: Oct/15

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