



Description of Property

Civic Address _____ PID _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly.

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature (required)	Date
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Owner

A completed Schedule "C" is also required.

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Contractor

Name		Company	
Phone	Fax	Business Licence #	

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Building Permit Application Fees

Application for SFD - **\$250.00**

Application for Non-SFD (0.625% of value to max \$2000)

Demo application (no charge)

Application for SFD Addition/Renovation - **\$100.00**

Application for Sign Permit (**\$10-\$30** depending on sign type)

Forms of payment accepted:

CASH

CHEQUE

INTERAC

Building Permit Application

Development Details

Construction

Type New Addition Renovation Demolition Sign _____
Building Use SFD Duplex Multi-Res. Commercial Industrial _____

Describe Proposal _____

Current Zoning _____ (If proposed construction not permitted by current Zoning, other approvals may be required.)

Services Septic or Municipal Sewer
 Storm Drain Connection
 or Alternative acceptable to the Municipality

Existing Total Floor Area (m²) _____
Proposed Total Floor Area (m²) _____
Proposed Building Area (m²) _____
 (footprint)

Value of Construction \$ _____

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents
√		Copy of Certificate of Title Obtained from Land Titles Office
		Covenants, Easements, and Rights-of-way Obtained from Land Titles Office
		Development Permit Area Obtain DP from Planning if identified in OCP.
		Home Protection Office Documents (HPO) For all new house construction
		Health Authority Approval For on-site septic disposal permits
		Driveway Access Permit For new or widened driveway over boulevard
√		Schedule C (Building Bylaw)
		Schedule B (Building Code) For manufactured products such as trusses and I joints
		Schedule A (Building Code) Required if multiple Engineers
		Schedule D (Building Bylaw) Must accompany any required Letters of Assurance
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990

Req'd	Rec'd	Plans	Details
√			2 Sets of plans required
		Site Plan metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
			Lot area and dimensions, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways
			Location & dimensions of all vehicle parking.
			For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Above ground services. Show location of any heat pumps.
			Storm water management and surface permeability
√			Development Summary data box for calculations & setbacks including Floor Area Ratio (FAR) and Lot Coverage (%)
		Floor Plans min. scale 1:100 or 1/4" = 1 foot	one 8.5 x 11 photo-reduced copy of site plan
			Detailed foundation plan with dimensions
			Uses & dimensions of all floor areas, floor joists, beams & roof
			Window and door sizes & locations, bedroom window egress
		Elevations min. scale 1:100, 1:50 or 1/4" = 1 foot	Smoke alarms, plumbing fixtures, fireplaces, heating
			Building finishes and materials
			For Commercial/Industrial include exterior colours
			Natural and finished grade & floor(s)
			Roof Height Calculation as per Zoning Bylaw #1255
			Roof slopes, finish, chimneys and roof top equipment
			Exterior finishes and details, windows and doors
			Spatial separation calculations
		Building Section min. scale 1:100 1:50 or 1/4" = 1 foot	Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction
			Building section with dimensions and geodetic elevations