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## REQUIREMENTS AND DOCUMENTS TO BE SUBMITTED IN ORDER TO OBTAIN A BUILDING PERMIT

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This list of requirements is provided in order to help you prepare and submit a complete application for the issuance of a building permit. Every effort has been made to provide you with all the required information at this stage. Please be aware that other departments of the Village of Casselman and other agencies may have additional requirements for your specific project. Your cooperation will facilitate the review of your application.

1. An **Application for a Building Permit** form has to be completed, dated and signed for each project.
2. Two (2) complete sets of **plans and specifications**.
3. A copy of the **Deed of Land** (document to confirm title and ownership).
4. A **survey plan** prepared by an Ontario Land Surveyor showing location, dimension and boundaries of the lot.
5. A **building location plan** showing the location of the proposed construction. For more information on setback or zoning requirements please contact the City's planning department at 613-764-3139 extension 528.
6. The building department copy of the **Permit for a private sewage system (proposed or existing)**. For more information contact the South Nation Conservation P.O. Box 29, 38 Victoria Street Finch, Ontario K0C 1K0 tel: 613-984-2948 or 1-877-984-2948, fax: 613-984-2872 or visit [www.nation.on.ca](http://www.nation.on.ca) .
7. A **letter of authorization from the South Nation Conservation** for construction near an existing septic system. Contact the office of the South Nation Conservation at the above address or number.
8. A declaration of applicant for Building Permit regarding the **Ontario New Home Warranties Plan Act**.
9. An **entrance permit**. For municipal roads, contact City Hall at 613-764-3139 and for County roads; contact the United Counties of Prescott-Russell at 1-800-667-6307.
10. A **lot grading and drainage control plan** prepared by an Ontario Land Surveyor or a Professional Engineer.
11. A **site plan agreement**. Contact the City's planning department for more information at 613-764-3139 extension 528.
12. A **slope stability report**. The report has to be produced by a professional engineer from the province of Ontario.
13. A written authorization from the **South Nation Conservation** for construction within their watershed or in proximity of a water course or stream. For more information, contact the conservation authority at 38 Victoria St. P.O Box 29. Finch, Ontario K0C 1K0 Tel: 1-877- 984-2948 or visit [www.nation.on.ca](http://www.nation.on.ca) .