

Building Permit Checklist - Accessory Buildings and Building Enlargements

- Completed Application Forms
- Two sets of plans and specifications which include:
 - Foundation plans with dimensions and type of foundation
 - Floor plans with all dimensions (including door and window dimensions)
 - Framing plans (including pre-engineered floor joist layouts and specs, sizes of beams, joists, lintels and all framing items)
 - Pre-engineered Roof plan layouts and specs
 - Sections and details (including all construction methods and materials)
 - Elevation Drawings (including dimensions)
 - Professional Engineer or Architect's design approval where necessary according to the latest version of the Ontario Building Code

Plan and Specification Rejection: Any plans that are illegible or indecipherable will be returned to the applicant with the following notations: "Plans to be resubmitted for approval." Resubmitted plans shall include any and all notations and or changes made by the building department.

- A copy of the Deed establishing title
- Site Plan Information

The applicant may choose one of the following:

- An existing survey plan *or*
- A sketch prepared by the planning department (available at the building department) *or*
- A sketch prepared by the applicant

And

- Distance between the accessory building and the lot boundaries
- Dimensions of the garage or accessory building and their enlargements

- Clear indication of the location of the street, existing and proposed buildings and lot boundaries
- Intended use (i.e. personal or commercial storage etc.)
- Distance between the structure and the septic tank and septic bed
- Height of the structure, measured from the ground
- Whether the structure is opened or closed in

Site Plan Rejection: Any sketch that is illegible or indecipherable will be returned to the applicant with the following notations: "Plan to be resubmitted for approval."

- Health Department Certificate (applicable when adding additional plumbing fixtures, additional sleeping rooms or the distance to the septic tank or septic bed is questionable)
 - existing system: Casselman (1-800-8260 or 764-2841)

Note that these items will be subject to change without notice