

Building Permit Checklist - Single Family Dwelling

- Completed Application Forms
- Two sets of plans and specifications which include:
 - Foundation plans with all dimensions
 - 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
 - Dimensions and area of the lot and its legal description or civic address
 - Location of existing and proposed easements
 - Location of road boundaries, their private or public status, and their dimensions
 - Location, dimensions and area of building and also their relation between the lot area and the total area of lot in question
 - Distance between each building and lot boundaries
 - Location, number and dimension of parking areas and access lanes
 - Location of a stream or ditch on the land or of a substantial difference in level

- Authorization or access rights issued but the South nation Conservation Authority where the proposed site is located in a flood plain
- Authorization or access rights issued by the United Counties where a new construction borders a county road
- The distance between the structure and the septic tank and the septic bed
- The plan as built (applicable only to dwellings that are located less than 25% more than the minimum required)

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."

- A Health Department Certificate
 - a) proposed system: Casselman South Nation Conservation (1-888-568-8848)
 - b) existing system: Casselman (1-800-8260 or 764-2841)
- An entrance permit
 - a) Township Road: Public Works (443-0959)
 - b) County Road: United Counties (443-3004)
- TARION (New Home Warranty) enrolment number
- Adjoining services or intended water supply, sewage disposal, drainage, power supplies and systems
- A permit for the connection to water and sewer systems
- A lot grading control plan
- The Civic address
- The severance application number
- A slope stability report
- Road cut permit
- Mechanical ventilation design calculations
- A completed plumbing application form

Note that these items will be subject to change without notice