

Brief Project Description	Date and Initials
---------------------------	-------------------

All permit applications must be complete. Incomplete applications will not be accepted.

Applications must contain sufficient documentation and detail for the proposed project to be reviewed for compliance with the Ontario Building Code. This checklist summarizes typical information which must be submitted with the Building Permit Application. Additional information may be required.

DRAWINGS AND DESIGN INFORMATION**General Information**

- Building permit application
- Commitment to General Review Form
- Digital copy of drawings uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**
- Drawings must be current, to scale (minimum 3/16" = 1 ft) and be fully dimensioned and labelled

Site Plan

- Contact Planning@wilmot.ca
- Plan of Survey by an Ontario Land Surveyor
- Sketch (such as an aerial image) showing location of proposed construction, distance to property lines, well, septic tank and tile bed and other site features

Nutrient Management and MDS

- Nutrient Management Strategy
- Information for MDS Calculations (Number and type of animals, manure storage, etc)

Manure Storage Tank

- Soils report by a Professional Engineer
- Structural design by a Professional Engineer

Silo

- Structural drawings by a Professional Engineer (footing, foundation, upper structure)

New, Additions, Alterations

- Complete construction drawings must be submitted and must include the following:
 - Drawings must be completed by a Prof. Engineer where the total building area (existing + new) exceeds 600 m²/6460 ft²
 - Engineering may still be required for certain aspects or the entire design of other buildings – contact Development Services for further information
 - Footing and foundation plans
 - Floor plans – showing all floor levels
 - Floor framing plans – engineered joist layout from manufacturer (if applicable)
 - Roof framing plan and/or truss layout from manufacturer
 - Building elevations/sideviews
 - Building/cross sections and wall sections
 - Construction notes and details
 - Fire separation details (if applicable)

Septic Systems

- See Septic Checklist – Septic permit application must be submitted as part of a complete building permit application (if applicable). A Septic system is required when providing sanitary plumbing fixtures such as toilets, basins, showers, clothes washers, etc (sanitary plumbing fixtures can not drain to manure facilities).
- **Septic Locate** and **Septic Audit** information must be submitted as part of a complete permit application. Minimum 1.5 m/5'-0" from tank and minimum 5 m/16'-5" from all structures. Locates and audits must be performed by a licenced installer. Audits must be witnessed by a building inspector – 24hrs notice required.

Other required information/documentation

- _____
- _____
- _____
- _____

*In addition to the above, **any applicable engineering** must be submitted with the permit application. Additional information may be required upon completion of full plans examination.*