

Brief Project Description	Date and Initials
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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
- Schedule 2: Septic Installer Information
- Digital copy of drawings/reports/information uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**
- Maintenance contract – required for systems using treatment units
- If the project includes alterations to a building (and the building permit has not yet been applied for), drawings/sketches of the alteration must be submitted with the septic application
- Septic audits must be preformed by a licensed septic installer. Audits and locates must be witnessed by a buidling inspector (24hrs notice required)

Site Plan

- 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

Design Information

- By Professional Engineer – New Systems, Major Alterations, Septic Bed Alterations
- By Installer – Minor Repair/Tank Replacement
 - Tank specifications, number of bedrooms, floor area, fixture units, use of buidling

Building Information

Area of building: _____ ft²

Number of bedrooms: _____

(Rooms which appear as bedrooms– ie: with closets and doorframes - must be included in the number of bedrooms)

Building Information Continued...

Plumbing Fixtures and Fixture Units (FU)

	Existing		New	FU per fixt	FU per type
Toilet/WC:	_____	+	_____	x 4	_____
Basin/Lav:	_____	+	_____	x 1	_____
Bathtub:	_____	+	_____	x 1.5	_____
Shower:	_____	+	_____	x 1.5	_____
Kitchen Sink:	_____	+	_____	x 1.5	_____
Bar Slnk:	_____	+	_____	x 1.5	_____
Washer:	_____	+	_____	x 1.5	_____
Laundry Tub:	_____	+	_____	x 1.5	_____
Floor Drain:	_____	+	_____	x 3	_____
Bidet:	_____	+	_____	x 1	_____
Bathroom Grp:	_____	+	_____	x 6	_____
Other:	_____	_____	+	_____	x _____
	_____	_____	+	_____	x _____

*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.*