

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 1: Designer Information
- Commitment to General Review Form
- Letter of Authorization from Property Owner (where applicable)
- Tenant Contact Information (where applicable)
- Digital copy of drawings uploaded through the electronic submission form at [www.wilmot.ca/buildingpermits](http://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](mailto:Planning@wilmot.ca) for Site Plan Approval requirements
- Minimum Requirements for Building Review
  - 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

### Septic Systems

- See Septic Checklist** – Septic permit application (or MOE approval for systems not regulated by the OBC) must be submitted as part of a complete building permit application.
- 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 must be performed by licenced installer or homeowner. Septic audits must be performed by a licenced installer. Audits must be witnessed by a building inspector – 24hrs notice required.

### Required Drawings and Information

- Architectural**
  - Designer OR Architect OR Professional Engineer (must review OBC compliance)
  - Code Matrix (building/gross/suite/mezzanine areas, storeys, occupancy, classification, combustible/non-combustible construction, sprinklered, standpipe, fire alarm occupant load, plg fixtures, barrier free accessibility, fire resistance ratings, spatial separation calculations, etc)
  - Full architectural drawings including footing/foundation plans, floor plans showing all floor levels, roof plans, elevations (sideviews) with spatial separation calculations, building and wall sections, construction notes and details, fire separations and references (ULC, SB-2, SB-3), etc
- Structural**
  - Professional Engineer
- Mechanical**
  - Professional Engineer
  - HVAC
  - Plumbing (include backflow prevention device and water meter size)

- Electrical**
  - Professional Engineer
  - Electrical layout
  - Emergency lighting
  - Fire Alarm
- Site Services**
  - Professional Engineer
- Sprinkler**
  - Professional Engineer
- Energy Efficiency Certification** (on Township of Wilmot Standard Form)

Other required information/documentation

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*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.*