

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
- Commitment to General Review Form
- Digital copy of drawings uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**

Solar Panels

- All connection details from the manufacturer for connection of the panels, tracks, etc, to the roof or wall surface
- Layout of the panels on the roof (i.e. number of panels, area, location on roof)
- Professional Engineer's review of;
 - The roof, wall and building structure
 - All connection details
 - Commitment to General Review Form completed by Engineer
- After permit issuance, a Professional Engineer must complete site review of the project and provide report(s)

Rain Water Cisterns

- Drawings showing the location of the proposed tank on the property, including distances to property lines and site features, or a sketch/floor plan of the location of the tank within the house
- Full specifications and diagram(s) for the proposed tank, including connections, overflow, post storage treatment (i.e. to prevent stagnation), etc
- Information on the downspout filtration system (preventing leaves, debris, etc, from entering the tank)
- Information on which fixtures the cistern/grey water system will serve
- Any other pertinent information for the project

Additional Information for Cisterns

- Toilets, urinals, and trap primers are permitted to be connected to a gray water system. Other fixtures (including hosebibs, etc) are not permitted to be connected.
- Cistern water shall not be connected to any fixtures that have a municipal water connections – a fixture can only be served by one source of water – not both
- If the property has a municipal water service, then two additional water meters must be purchased and installed (for calculation of sewage charges)
- Overflow from cistern must be directed to surface drainage and is not permitted to be connected to the sanitary or storm sewer

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.*