

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
- 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
- Sketch (such as an aerial image) showing location of any proposed construction (if applicable), new entrance(s), landings, distance to property lines, well, septic tank and tile bed and other site features

Water Service Alteration

- Water service size alterations may be necessary when additional dwelling unit(s) are added to an existing house. Where an existing water service is less than 1"/25mm, a qualified designer must provide one of the following:
 - Calculations based on Part 7 of the building code verifying the existing water service is adequate to serve the house and additional dwelling unit(s), OR
 - Detailed site servicing drawing showing the proposed water service upgrade (min 1"/25mm).
 - Please contact Building@wilmot.ca and Engineering@wilmot.ca for further information if the water service will require alteration.

Architectural/Structural

- Designer signature and standard statement on drawings
- Floor plans – showing all floor levels (including basement)
- Floor framing plans – showing all structural/construction information
- Roof framing plan – if applicable
 - Truss layout from manufacturer with Designer's signature and standard statement (if applicable)
- Building elevations (sideviews) – showing all alterations to exterior of house, including any increased window sizes
 - Include spatial separation info (if applicable)
- Building cross sections and wall sections
- Construction notes and details
- Fire separation details and references (ULC, SB-2, SB-3)
- Engineering for guards not covered by SB-7
- Engineering for concentrated/point loads
- Wood Burning Appliance (Wood Fireplace, Wood Stove, Pellet Stove, etc) – if applicable

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- Provide wood burning appliance details including, manufacturer's specifications/insert manual, product approvals (CSA, ULC, etc), chimney/flue specifications and cross sections, hearth dimensions and required clearances to combustibles.

Mechanical

- Ventilation (HVAC) Design Summary on Township of Wilmot form – applicable if new heating source provided

Septic Systems

- See Septic Checklist – Septic permit application must be submitted as part of a complete building permit application (if applicable)
- **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.
- **Septic Audit** required for
 - Adding new bedrooms
 - Adding plumbing fixtures or,
 - Increasing floor area by more than 15%Other:_____

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.*