

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 proposed construction, distance to property lines, well, septic tank and tile bed and other site features

Grading Approval

When a grading approval is required prior to a building permit submission:

- Residential accessory structures, exceeding a ground floor area of 55m² located on a property of less than 2000m² without a previously approved grading plan,
- Any building that involves alterations to grading or hard surfacing within 0.6m of a property line,
- Other buildings, additions or situations as required by the Township.

Building permit applications without required grading approval as outlined above will not be accepted.

Septic Systems

- Septic Locate** required when proposed construction is near septic tank or bed. Minimum 1.5 m/5'-0" from tank and minimum 5 m/16'-5" from all structures. Locates must be completed prior to applying for a building permit. Locates must be performed by licenced installer or homeowner and must be witnessed by building inspector – 24hrs notice required.
- Septic Audit** required when adding new bedrooms, plumbing fixtures or increasing the floor area by more than 15%. Audit must be completed prior to applying for a building permit. Audit information must be submitted as part of a complete permit application. Septic audits must be performed by a licenced installer. Audits must be witnessed by building inspector – 24hrs notice required.

Finished Basements

- Handsketch of layout of basement – include room names, dimensions, window sizes/locations, etc

Decks (see handouts for more info)

- Site plan
- Deck framing layout
 - Joist, beams, post locations, spacing and sizes
- Deck side view
 - Height above ground, type of railing/guard, footing type and depth

Sheds and Garages (see handouts for examples)

- Site plan (see also Grading Approval listed above)
- Detailed description of use of building
- Foundation / floor framing plans
- Roof framing plan or truss layout from manufacturer
- Sideviews of building (include building height)
- Building/cross-section (wall sections)
- Construction notes and details

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.*