

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
- Tarion Home Warranty Declaration Form (to be completed when a Builder's Tarion number is not provided for a new dwelling)
- 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)
- Plan of Survey by an Ontario Land Surveyor
- 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 – Infrastructure Services**

- Contact [Engineering@wilmot.ca](mailto:Engineering@wilmot.ca)
- Any *house* application, as defined by the OBC, inside a settlement area or as determined by the Chief Building Official, requires approval from the Township of Wilmot Infrastructure Services for the Lot Grading and Drainage Plan.
- Residential additions that are any of the following:
  - 40% or more of the original house's ground floor area
  - Located closer to any property line than the original house
  - Within 0.6m of a required property line setback

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

**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](mailto:Building@wilmot.ca) and [Engineering@wilmot.ca](mailto:Engineering@wilmot.ca) for further information if the water service will require alteration.

Continued...

**Architectural/Structural**

- Designer signature and standard statement on drawings
- Footing/foundation/basement plans
- Floor plans – showing all floor levels
- Floor framing plans
  - Engineered joist layout from manufacturer with Designer’s signature and standard statement
- Roof framing plan
  - Truss layout from manufacturer with Designer’s signature and standard statement
- Building elevations (sideviews)
  - Include spatial separation info
- Building cross sections and wall sections
- Construction notes and details
- Fire separation and/or party wall 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)
  - 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**

- Energy Efficiency Design Summary on Township of Wilmot form
- Ventilation (HVAC) Design Summary on Township of Wilmot form
- In-floor heating layout

**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**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

*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.*