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| Brief Project Description | Date and Initials |
|---------------------------|-------------------|

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
- Digital copy of drawings uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**
- Drawings must be current, should be approximately to scale (3/16" = 1 ft or on graph paper) and be fully dimensioned and labelled

Above / In-Ground / On-Ground Pools

- Site plan – sketch/aerial image showing location of proposed construction, including the following:
 - Distance to property lines from edge of pool, edge of concrete decking, well, septic tank, tile bed and other site features
 - Fence height and location
 - Show any proposed hard surfacing or grading alterations (including landscaping) and their dimensions to property lines.
 - Infrastructure Services**
 - Waiver Form**
 - Completed Infrastructure Services [Pool Permit Waiver Form](#)
 - OR
 - Right of Way Work Permit**
 - Completed Right of Way Work Permit - Required when accessing property other than as described in waiver form or storing any material or equipment on Township property. Please visit: <https://www.wilmot.ca/en/doing-business/engineering-services.aspx> (Deposit and fees may apply). Contact Infrastructure Services at 519-634-8444 or engineering@wilmot.ca for additional information or questions.

Any proposed surface changes within 0.6 m/2 ft of property lines (ie surface altered from existing grass) requires further consultation with Development Services and Infrastructure Services Department.

Septic Systems

- Septic Locate** 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 performed by licenced installer or homeowner and witnessed by a building inspector – 24hrs notice required.

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.*