

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 Required**

- Building permit application
- Commitment to General Review Form
- Letter of Authorization from Property Owner (where applicable)
- Tenant Contact Information (where applicable)
- Digital copy of drawings uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**
- Drawings must be current, to scale and be fully dimensioned and labelled

Site Plan

- Contact Planning@wilmot.ca for Site Plan Approval requirements
- Minimum Requirements for Building Review
 - 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
- New commercial, industrial or institutional buildings
- 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 System – New, Locates and Audits

- See Septic Checklist** – Septic permit application (or Ministry of the Environment/Environmental Compliance Approval for systems not regulated by the OBC) must be submitted as part of a complete building permit application.
- Septic Locate** and **Septic Audit** information must be submitted as part of a complete permit application. Minimum 1.5 metres (5 feet) from septic tank and minimum 5 metres (16.5 feet) from all structures. Locates and audits must be performed by a licensed installer. Audits must be witnessed by a building inspector – minimum 1 business day notice, prior to 4pm, is required.

Architectural Drawings

- Architect or Professional Engineer required (if engineer, must review OBC compliance/architectural)
 - Code Matrix (building/gross/suite/mezzanine areas, storeys, occupancy, classification, combustible/non-combustible construction, sprinklered, standpipe, fire alarm occupant load, washroom plumbing fixtures, barrier free accessibility, fire resistance ratings, spatial separation calculations, etc)
 - Full architectural drawings including footing/foundation plans, floor plans showing all floor levels, roof plans, elevations (sideviews) with spatial separation calculations, building and wall sections, construction notes and details, fire separations and references (ULC, SB-2, SB-3), etc

- ❑ **Structural Drawings**
 - ❑ Professional Engineer required
- ❑ **Mechanical Drawings**
 - ❑ Professional Engineer required
 - ❑ HVAC layout
 - ❑ NFPA 96 Hood and Suppression System and Commitment to General Review Form
 - ❑ Plumbing (include backflow prevention device and water meter size)
- ❑ **Electrical Drawings**
 - ❑ Professional Engineer required
 - ❑ Electrical layout
 - ❑ Emergency lighting
 - ❑ Fire Alarm System
- ❑ **Site Servicing Drawings**
 - ❑ Professional Engineer required
- ❑ **Sprinkler System Drawings**
 - ❑ Professional Engineer required
- ❑ **Energy Efficiency Checklists** (<https://www.builddrightontario.com/mmah/>)

Additional information or documentation may be required.

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*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.*