



The Corporation of the Township of Wilmot

SMALL BUILDINGS PERMIT APPLICATION CHECKLIST

60 Snyder's Road West, Baden, Ontario N3A 1A1

Development Services Department
t. 519.634.8444 f. 519.634.5044

Brief Project Description	Date and Initials	Permit Number/Roll Number
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ALL PERMIT APPLICATIONS MUST BE COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
THIS CHECKLIST MUST BE SUBMITTED WITH THE PERMIT APPLICATION.

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.

LEGEND: ☒ REQUIRED TO BE SUBMITTED ☒ SUBMITTED ☐ NOT REQUIRED

DRAWINGS AND DESIGN INFORMATION

GENERAL INFORMATION

- ☐ BUILDING PERMIT APPLICATION
- ☐ COMMITMENT TO GENERAL REVIEW FORM
- ☐ SCHEDULE 1: DESIGNER INFORMATION
- ☐ TWO SETS OF ALL DRAWINGS AND INFORMATION FOR THE PROJECT
- ☐ DRAWINGS MUST BE *CURRENT/UP TO DATE* AND MUST BE:
 - TO SCALE - MIN 3/16" = 1 FT
 - FULLY DIMENSIONED AND LABELLED (CONSTRUCTION NOTES, ROOM NAMES, ETC)
- ☐ DETAILED DESCRIPTION OF USE OF BUILDING

SITE PLAN

- ☐ CONTACT PLANNER FOR SITE PLAN APPROVAL REQUIREMENTS
- ☐ MINIMUM REQUIREMENTS (FOR BUILDING REVIEW)
 - ☐ SKETCH SHOWING LOCATION OF PROPOSED CONSTRUCTION, DISTANCE TO PROPERTY LINES AND OTHER BUILDINGS (SEE <http://maps.region.waterloo.on.ca/locator/> FOR 2006 AERIAL IMAGES)
 - ☐ LOCATION OF WELL AND SEPTIC SYSTEM

REQUIRED DRAWINGS

- ☐ ARCHITECTURAL
 - ☐ DESIGNER OR ☐ ARCHITECT OR ☐ PROF. ENGINEER (MUST REVIEW COMPLIANCE WITH OBC)
 - ☐ CODE MATRIX (BUILDING AREA, GROSS AREA, SUITE AREA, MEZZANINE AREA, NO. OF STOREYS, OCCUPANCY AND CLASSIFICATION, COMBUSTIBLE OR NON-COMBUSTIBLE CONSTRUCTION, SPRINKLERED, STANDPIPE, FIRE ALARM OCCUPANT LOAD, NO. OF PLG FIXTURES REQUIRED, BARRIER FREE ACCESSIBILITY, FIRE RESISTANCE RATINGS, LIMITING DISTANCE CALCULATIONS, ETC)

- ☐ FULL ARCHITECTURAL DRAWINGS AND DETAILS, FOOTING/FOUNDATION/BASEMENT PLANS, FLOOR PLANS - SHOWING ALL FLOOR LEVELS, ROOF PLANS, ETC
- ☐ BUILDING ELEVATIONS (SIDEVIEWS) WITH SPATIAL SEPARATION CALCULATIONS
- ☐ BUILDING AND WALL SECTIONS
- ☐ CONSTRUCTION NOTES AND DETAILS
- ☐ FIRE SEPARATION DETAILS AND REFERENCES
- ☐ ENGINEERING FOR GUARDS (NOT REGULATED BY SB-7)
- ☐ STRUCTURAL ☐ PROF. ENGINEER
- ☐ MECHANICAL ☐ PROF. ENGINEER
 - ☐ HVAC
 - ☐ PLUMBING - INCLUDE TYPE OF BACK FLOW PREVENTER AND WATER METER SIZE
- ☐ ELECTRICAL ☐ PROF. ENGINEER
 - ☐ ELECTRICAL LAYOUT
 - ☐ EMERGENCY LIGHTING
 - ☐ FIRE ALARM (PROF. ENGINEER REQUIRED)
- ☐ SPRINKLER (PROF. ENGINEER REQUIRED)
- ☐ ENERGY EFFICIENCY CERTIFICATION ON TOWNSHIP OF WILMOT FORM

SEPTIC SYSTEMS

- ☐ SEE SEPTIC CHECKLIST
- ☐ SEPTIC PERMIT APPLICATION (OR MOE APPROVAL FOR SYSTEMS NOT REGULATED BY 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 (FOR SYSTEMS REGULATED BY OBC). (SEPTIC LOCATES AND AUDITS MUST BE PERFORMED BY A LICENCED SEPTIC INSTALLER AND BE WITNESSED BY A BUILDING INSPECTOR - 24HRS NOTICE REQUIRED.)

OTHER REQUIRED INFORMATION/DOCUMENTATION

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ADDITIONAL INFORMATION MAY BE REQUIRED UPON COMPLETION OF FULL PLANS EXAMINATION.