

Requirements to Obtain a Building Permit

For a New Home

- Forms to be completed:**
- Application
 - New Home Warranty
 - Ventilation design
 - Entrance permit (if required)
 - Septic application

- Drawings required: ***
- *Plot plan* showing true dimensions of lot, existing buildings, proposed buildings and all setbacks
 - *Foundation plan* with dimensions
 - *Floor plan* - one floor plan for each storey
 - *Cross section* from roof to footing
 - *Elevation drawing* of all four sides
 - *HVAC design*
 - *Plumbing design*

For an Addition

- Forms to be completed:**
- Application
 - Ventilation design (If required.)
 - Septic application (if addition increases septic use or floor area by 15% or more)

- Drawings required:***
- Same as for New Building

For Renovations

- Forms to be completed:**
- Application
 - Septic application (if renovations increase septic use or floor area increase by 15%)

- Drawings required:***
- *Floor plan* of existing layout
 - *Floor plan* of the proposed layout.

***Additional information may be required if the renovations will affect any supporting structural member, a written description may be submitted with the drawings.*

For Accessory Buildings (Before a permit can be issued, the property must have a main use.)

- Forms to be completed:**
- Application

- Drawings required:***
- *Plot plan* showing true dimensions of lot, existing buildings, proposed buildings and all setbacks
 - *Floor plan* - one floor plan for each storey

- *Cross section* from roof to footing
- *Elevation drawing* of all four sides

For Sundecks

Forms to be completed: - Application

Drawings required: * - Same as for Accessory Buildings

For Farm Buildings (Agricultural Uses)

Forms to be completed: - Application
- Entrance permit (if required)
- Minimum Distance Separation Calculations

Drawings required:* - Same as for New Home

For Demolition Permit

Forms to be completed: - Application

Occupancy Permit

All buildings require an occupancy permit prior to occupying all buildings.

***Two copies of drawings must always be submitted, one is retained by the Chief Building Official and the other is returned to the owner with the permit.**

To ensure that you receive your permit promptly:

- Stake out the area where the entrance will be;

-The completeness of the information is important;

-If any information is missing the documents will be returned and no permit will be granted until all information is supplied.