

**APPLICATION CHECK LIST
HOUSING AND ADDITIONS
SINGLE & SEMI-DETACHED PART 9**



*	CHECK PROPERTY STATUS	REQUIRED	RECEIVED
1	Application Form (Complete and in ink and signed)		
2	Two (2)sets of plans drawn to scale as follows:		
a)	The Site Plan-showing lot lines with measurements, lot coverage, all existing and proposed buildings, including septic systems, setbacks, easements, access routes;		
b)	Floor Plans-with room sizes and uses of all areas denoted, including basement (incl. plumbing fixtures);		
c)	Foundation Plans; weeping tile, sump pit, footings		
d)	Framing Plans- provide orientation & sizes of all structural members, if portions are pre-engineered provide info;		
e)	Roof Plans- provide structural layout & sizes of all members - if using trusses provide truss design layout with design loads;		
f)	Sections & Details; Fire Separation Detail as per SB-3		
g)	Building Elevations;		
h)	Designer Schedule 1		
3	HVAC Heat Gain Loss Calculations w Mechanical/Vent. Design Summary		
4	HVAC Design with Schedule 1		
5	Energy Efficiency Design Summary EEDS		
6	TARION Declaration(Ontario New Home Warranty Program)		
7	Approvals by other authorities having jurisdiction: (Common)		
a)	North Bay Mattawa Conservation Authority		
	1-Septic Approval		
	2-Section 28 permit		
b)	Ministry Of Transportation		
c)	Planning/ Zoning Approval		
d)	Zoning Compliance Form		
e)	Applicant's Declaration		
f)	Owner's Consent		
b)	Special Designs (i.e. ICF Foundation);		
c)	Guard Details – provide detail numbers from SG-7 or provide design in accordance with 4.1.10.1. of the OBC;		
d)	Other		

**NOTE: THIS LIST IS PROVIDED FOR GENERAL INFORMATION ONLY.
ONCE A MORE DETAILED REVIEW OF YOUR APPLICATION FOR BUILDING PERMIT HAS BEEN COMPLETED
FURTHER INFORMATION MAY BE REQUIRED FROM YOU.**

Date

Building Inspector

Applicant

(Address) Property

Project Code / Use