



## Building Department

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### Building Permit Application Checklist

<b>Project Address:</b>		<b>Date:</b>	<b>Permit No.:</b>	
<b>Roll Number:</b>		<b>Project Type:</b>	<b>Received By (staff init.):</b>	
Rec'd	Documents	Req'd	N/A	
	Application for a Permit to Construct or Demolish – Filled out in full			
	Schedule 1: Designer Information – Design, septic, HVAC. (not required if designed by Architect or P.Eng)			
	General Review Certificate and Owners Letter of Undertaking – Where architect or engineer review required			
	Owner Authorization – Required when applicant is not the owner or lessee			
	Declaration of Use – May be required for clarify use			
	Proof of Ownership – Transfer of Title			
	Building Permit Application Fees Paid – To be paid prior to review of application			
	Tarion Certificate / Number – New home construction as per requirements by Tarion			
	Heritage Approval – Designated or undergoing designation or on Town of Erin Heritage Inventory List			
	Site Plan – Required for septic, ADU, additions and accessory structures			
	Survey / Grading – Required for new detached construction			
	Entrance Permit – Civic Number (green sign installed)			
	Septic System New Design – Separate building permit is required			
	Septic System Existing Condition – Qualified Designer to provide letter re: capacity/condition of existing			
	OBC Data Matrix – Required with ALL ICI applications			
	Design Drawings/Documents – Stamped and signed as applicable			
	Structural Drawings – Stamped and signed as applicable			
	Truss Drawings – Req'd with application for new SDR. Req'd prior to construction for additions and accessory bldgs			
	Mechanical Drawings, Specifications and/or HVAC Summary – Stamped and signed as applicable			
	Electrical Drawings – Required for ICI. Stamped and signed as applicable			
	Source Water Protection Review/Approval			
	Conservation Authority Approval <input type="checkbox"/> CVC <input type="checkbox"/> GRCA			
	Nutrient Management Plan Approval and/or MDS Calculations – visit OMAFRA.gov.on.ca			
	SB-10 EEDS Forms Completed in Full – New ICI construction and additions			
	SB-12 EEDS Form(s) Completed in Full – New residential construction and additions			
	Other – write in (ex: X-ray approval, Ministry of Education, Food services, other applicable laws)			

- This permit application is deemed to be complete.
- This permit application is deemed to be incomplete and as such, the prescribed time limits indicated in OBC Div. C Part 1.3.1.3 do not apply.

**Important Note: ALL pdf documents must be submitted in UNLOCKED format in order to add markups and additional notes and comments. Pdf's with security settings will not be accepted.**