



# SFD Permit Checklist

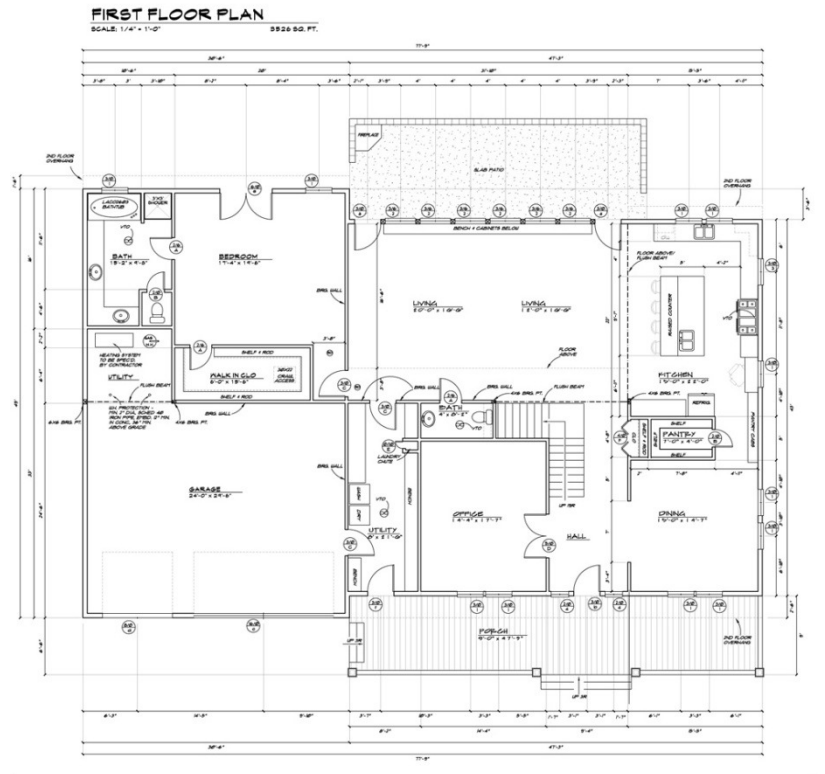
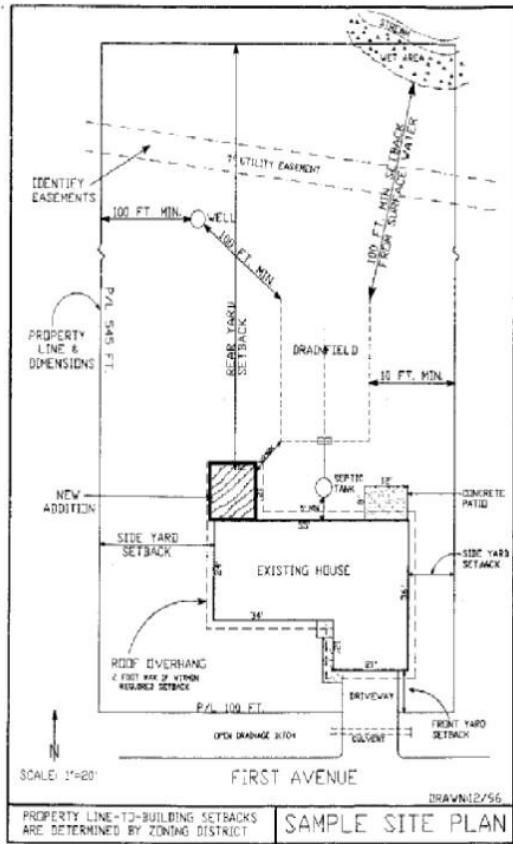
Complete building permit application to include	Required	Not required	Submitted acceptable	Items missing		
Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Schedule 1 Designer Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Owner Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Energy Efficiency Design Summary (SB-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
HVAC Schedule 1 Designer Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Two Copies of:</b>						
Site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions	Property lines <input type="checkbox"/>	Proposed building(s) <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic	Location (if applicable) <input type="checkbox"/>	Septic (if applicable) <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading	Slopes/ swales <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area of	Lot <input type="checkbox"/>	Building <input type="checkbox"/>
Construction Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan, Floor plan, Floor/roof framing plan, elevations, sections, spatial separation calculations, insulation values, plumbing fixture locations		
HVAC design and layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat loss/gain calculations including duct sizes, return locations, supply locations		
Pre-engineered items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof trusses		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor trusses		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beams		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guards		
Septic Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate permit application required if property is not on municipal sewer.		
NVCA approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit or clearance letter from Nottawasaga Valley Conservation Authority.		

**Description of above sections;**

1. Completed building permit application consisting of:
  - Application form "Permit to Construct or Demolish"
  - Schedule 1: Designer Information
  - Owner authorization form if applicant is not the property owner
  - Energy Efficiency Design Summary
  - Schedule 1: Designer Information
2. Two (2) copies of plans drawn to scale which must include:
  - Site Plan (hand drawn/computer generated) or Legal Property Survey showing the location and dimensions of the proposed building and the setbacks to the lot lines, septic (if applicable) and other structures.
  - Construction drawings – Foundation, floor, framing plans indicating all materials to be used with room types, plumbing fixture locations
  - HVAC design and layout – Drawing and calculations for heating ventilation and air conditioning.
  - Pre-Engineered Items – Any of the engineered plans/specifications for layouts for roof, floor trusses and beam designs (point loads, long spans etc) layouts and specifications for any guard (hand railing) systems.
3. Separate permit for septic systems required.
4. NVCA approval – Permit or clearance letter from Nottawasaga Valley Conservation Authority if proposed constructed is within regulated area.

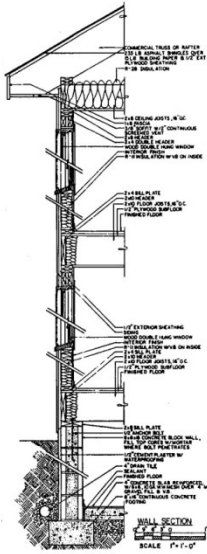
If you have been given the checklist, please bring it back with you. This will assist other building officials with your application.

For further information/details or questions please call the noted below.	
<input type="checkbox"/>	Jonathon Taylor, Chief Building Official, ext 107
<input type="checkbox"/>	Drew Brooks, Deputy Chief Building Official, ext 129
<input checked="" type="checkbox"/>	<b>Owen Tomkins, Building Inspector, ext 121</b>

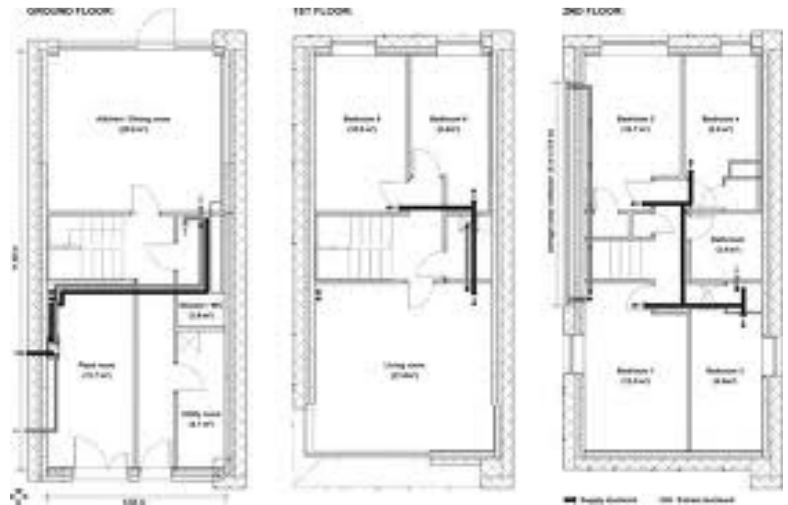


Example of Plan – Ensure the inclusion of materials used

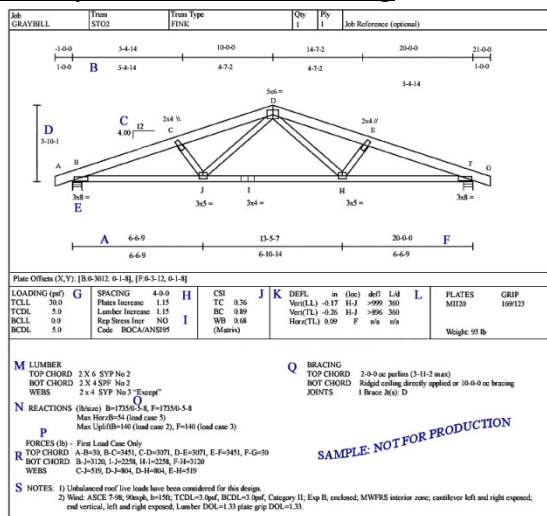
Example of Site Plan



Example of Section Drawing



Example of HVAC layout



Example of Truss Drawing – Note that this must be stamped by engineer