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## APPLICATION FOR BUILDING PERMIT

Name of Property Owner : \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Address of the Building : \_\_\_\_\_ Phone No: \_\_\_\_\_

Legal Description : Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Use of Building : \_\_\_\_\_

Type of Work Done: ☐ New ☐ Addition ☐ Alteration ☐ Renovation

Value of Construction (including materials, installed systems and labour): \$ \_\_\_\_\_

Signature of Legal or Beneficial Owner OR \_\_\_\_\_

\_\_\_\_\_ Date

Agent/Applicant \_\_\_\_\_

\_\_\_\_\_ Date

*\*I/We acknowledge that I/We are acting as the agent of the property owner. I/We have the Authority to apply on their behalf.*

### TWO (2) SETS OF DRAWINGS MUST BE SUBMITTED

The drawings which may be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alternations and renovations, some of the drawings may not be required.

**Site Plan:** Building address; street names; size of the site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage; legal description; easements; lot grades.

**Foundation Plan:** Overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors, windows; foundation drainage; size, material and location of: columns and beams; floor system.

**Wood Basements:** Must be stamped by an engineer.

**Floor Plan:** Size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishing (kitchen cabinets, vanities); plumbing facilities; rough electrical and heating; any special header/beam.

**Elevations:** Views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location and height of chimneys; roof pitch.

**Cross-Sections and Details:** Cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapor protection; insulation.

**Truss Detail or Layout:** Engineered truss design (photocopy is acceptable).

Date received: \_\_\_\_\_ By: \_\_\_\_\_

**ANY OMISSION WILL CAUSE DELAYS IN THE PROCESSING OF YOUR PERMIT**

**NO CONSTRUCTION MAY COMMENCE PRIOR TO SIGNING  
AND PAYING FOR THE BUILDING PERMIT**