



Building Permit Application Requirements for a New Single-Family Dwelling

The following is a list of documentation required to be submitted through our online cloud permit system for a New Residential Building Permit.

*Please note that the building permit coordinator may require additional drawings or information and will not know until after they have reviewed the application

*Please note you will be required to have an applicant, property owner and designer to proceed with the application

Please create 2 Separate applications (NSFD & Septic if applicable)

- **Step 1 – Create a new application - NSFD (New Single-Family Dwelling)**

- ***Please ensure you create a new application and not use an existing project**

- Complete with a schedule 1: Designer Information (Not applicable if you are submitting engineer drawings but will be needed in order to proceed with application. Please use the Engineer or Architect information to proceed with the application *referencing their name in the basis for exemption)
- Site plan showing the location of existing & proposed construction. Please include all structures on the property including wells, septic, barns etc indicating all setbacks to property lines, septic system, water bodies and other structures.
- Complete set of Construction plans, including.
 - **Lot grading plan**
 - Floor Plan (for each level of the proposed structure)
 - Indicate use of each space.
 - Size and span of all structural components.
 - Location and type of all plumbing fixtures.
 - Location of all fireplaces and fuel source (gas, wood).
 - Location of all smoke and carbon monoxide detectors.
 - Label all lintels/headers for wall openings.
 - Accesses to crawlspaces and attics.
 - Ventilation of bathrooms, roof spaces and crawl spaces.
 - Sections (cross sections and wall sections)
 - Construction of all elements/assemblies, wall, ceiling/roof, floor.
 - Height of rooms.
 - Head clearance at stairs, etc.
 - Backfill heights.
 - Details for stairs, landings, handrails, and guards (material, height, sizes).
 - Location, material, thickness, and R (RSI) value of insulation, vapour barriers.



- Details of stepped footings.
- Elevations
- Show overall height of building.
- Indicate materials used for cladding (brick, stucco, shingles).
- Depth of footings.
- Slope of roof.
- Percentage of unprotected openings and exposing building face.
- Window and door sizes and locations.
- Construction Details, drawn to scale (as applicable) and fully dimensioned.
- Guard details.
- Fireplace and chimney details.
- Engineered Truss layout/drawings, stamped with P.Eng seal. Can be submitted 1 week prior to framing inspection.
- Engineered Floor joist layout/plan (if applicable).
- Heat loss/gain calculations and duct layout/design.

Step 2 – Create a new application - Septic.

***Please ensure you create a new application and not use an existing project**

Please submit the septic design, layout & Calculations

Please include a Schedule 1 (designer information) & Schedule 2 (Installer information)

Please include our Schedule D (Design of On-Site Sewage System) if your plans are not being designed by a professional