

FULL PERMIT APPLICATION

CHECK LIST

The following *mandatory* information will be needed before issuing a building permit;

- ☐ The application is made in the form described in Sentence 2.4.1.1A. (2) of the Building Code Act
- ☐ 2 complete sets of construction plans that will comprise of;
 - Elevation Plans (Front, Rear, Right, Left)
 - Floor Plan(s)
 - Basement Plans
 - Cross Sections
 - Plumbing Plan (Riser Diagram)
 - Site Plan showing;
 - *size & location of all existing & proposed buildings, garages, pools, sheds, etc. on property;*
 - *all property lines and dimensions as well as the distance between all structures and the property lines*
 - *drainage patterns*
 - *driveway*
 - 1 ventilation design summary
 - 2 copies of heat loss calculation with duct layout
 - Engineer roof truss plan if applicable
 - Engineer floor I-joist plan if applicable
- ☐ Permit Fee is paid
- ☐ Deed or Tax Bill to verify ownership and provide us with a legal description of the property
- ☐ Letter of authorization from property owner should applicant not be the owner
- ☐ Name of Certified Plumber: _____.
- ☐ Name of Certified HVAC Installer: _____.
- ☐ Name of Certified Sheet Metal Worker (Duct Work): _____.
- ☐ Name of Certified Electrician: _____.
- ☐ Ensure that the SUBDIVISION AGREEMENT is registered on title and check for any special conditions.
- ☐ Declaration for Tarion Warranty (Ontario New Home Warranty Program)

Although approvals vary from one building application to the next, they may include the following agencies;

- **The Corporation of the Township of Papineau-Cameron approval authorities:**
 - Fire Services (705) 744-5610
 - Roads & Drainage (705) 744-5072
 - Planning Board - Sandra Morin (705) 744-0908
- **External approval authorities:**
 - Health Unit – (705) 474-1400
 - Ministry of Transportation – Sue Marsh (705)-497-5401
 - North Bay Mattawa Conservation Authority (705) 474-5420
 - The Ministry of Natural Resources (1-800-667-1940)
 - Department of Fisheries and Oceans (705-522-6421)
 - Ministry of Labour (1-800-461-6325)