

**APPENDIX**  
**Town of Bradford West Gwillimbury**  
**PERMIT APPLICATION CHECKLIST**  
**Detached Housing (New & Additions)**

Permit Application No.
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Project Address:
Applicant's Name:

**NOTE TO PERMIT APPLICANTS:**  
All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale (min. 1:75 or 3/16" = 1'-0") and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

DOCUMENTATION REQUIRED AT TIME OF PERMIT APPLICATION	Req'd	N/A	Recv'd	O/S	Date Recv'd
<b>Site Plan (Two (2) Sets)</b>					
Property lines and lot area referenced to a current Survey					
Location of all proposed & existing buildings (setbacks to property lines & distance to other buildings)					
Location of proposed or existing water, sanitary and storm services including invert elevations					
Location of existing and proposed septic system (septic tank and tile bed including clearances)					
Location of new well where applicable					
Overall dimensions (width/length) of all buildings					
Proposed and existing grades and the proposed finished first floor elevations of all buildings					
<b>Floor Plans (Two (2) sets of all floor levels)</b>					
Drawn to scale and fully dimensioned					
Use of every room or space					
All structural framing including beam and column sizes					
Proprietary floor system layout and manufacturer bearing PEng seal					
Roof truss layout and shop drawings bearing PEng seal					
Review Form for Roof Truss Layout					
Location of all plumbing fixtures					
Location of all fireplaces and type of fuel (wood or gas)					
Location of smoke alarms and carbon monoxide detectors					
<b>Elevations (Two (2) Sets)</b>					
Area of exposing building face, area & percent of glazed openings and required limiting distance					
Exterior finishes (for Exterior Insulation Finish Systems, include name of manufacturer)					
Window/door type, locations and sizes including heights of sills above floor					
Roof slope and finish					
Stairs, landings, guards, and handrails					
<b>Construction Details and Notes (Two (2) Sets)</b>					
Typical wall section from footings to roof					
Typical roof details where cathedral ceilings are proposed					
Guard details (reference to SG details or drawings complying with Part 4 design)					
Specifications of all wall, floor and roof assemblies and building materials					
Heating, ventilation and Air-conditioning (Two (2) sets)					
Heat loss/heat gain/duct calculations					
HVAC drawings					
Energy Efficiency Design Summary form					
On-site Sewage System Design					
Statement of Design					
System drawings and details					
<b>Other Required Documentation</b>					
Approved Zoning Compliance form (summary of permitted/proposed zoning provisions)					
Site/grading plan approved by Municipal Engineering Department					
Geotechnical Soils Evaluation Report					
Schedule 1 Designer Information (one form for each individual who takes responsibility for design activities)					
Schedule 2 Sewage System Installer Information					
Schedule 3 Applicable Law (see attached Approvals Checklist)					
Plumbing Data					
Development charge fees (if applicable) determined by Finance Department					
<b>APPLICATION STATUS</b>	<b>SIGNATURE</b>				
This permit application has been accepted and review will commence					
This permit application does not contain the necessary information and has not been accepted					
<b>NOTES:</b>					

