

Project Information: Residential

A. Applicable Law	
Applicable Law – Applicable law is other regulations for which approval must be obtained before a building permit can be issued. A completed list of Acts and Regulations that are “Applicable Law” is set out in Article 1.4.1.3. of Division A of the Ontario Building Code.	
Applicable Law Verification – To the best of your knowledge, this application meets all the requirements of:	
Planning Act (Zoning By-law) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ministry of Transportation (MTO) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Grand River Conservation Authority (GRCA) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ontario Heritage Act <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
B. Reserved	
C. General Project Information	
Are you proposing engineered trusses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, provide a truss layout from the manufacturer	Are you proposing a LVL beams? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, provide a design from an engineered software (only if uniformly distributed load) or provide an engineer's design
Are new services proposed?: Water <input type="checkbox"/> Yes <input type="checkbox"/> No, Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No, Storm <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you proposing an engineered floor system? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A if yes, provide an engineered floor layout from the manufacturer
Is the building connected to city water and sewer? Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No	
D. Secondary Suites (Duplex)	
Existing Building Type: <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Other _____	
Existing # of units:	Existing Finished Basement Area (ft ²):
New # of units:	Basement area of alteration (ft ²):
Main Dwelling # of bedrooms:	1 st Floor area of alteration (ft ²):
Secondary Suite # of bedrooms:	2 nd Floor area of alteration (ft ²):
What is the existing heat source? <input type="checkbox"/> Furnace <input type="checkbox"/> Other please specify: _____	3 rd Floor area of alteration (ft ²):
Proposed heat source? <input type="checkbox"/> Shared Furnace <input type="checkbox"/> Other please specify: _____	Are you creating separate services for water? <input type="checkbox"/> Yes <input type="checkbox"/> No
E. Additions	
Existing Building Type: <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Other _____	
Existing # of bedrooms:	New # of bedrooms:
Existing # of units:	New # of units:
Existing 1 st Floor Area (ft ²):	1 st Floor Addition (ft ²):
Existing 2 nd Floor Area (ft ²):	2 nd Floor Addition (ft ²):
Existing 3 rd Floor Area (ft ²):	3 rd Floor Addition (ft ²):
Existing Finished Basement Area (ft ²):	Finished Basement Addition (ft ²):
What is the existing heat source? <input type="checkbox"/> Furnace <input type="checkbox"/> Other: _____	Proposed heat source in addition? <input type="checkbox"/> Existing Furnace <input type="checkbox"/> Other: _____
Gross Area of Addition (ft ²):	
F. Residential Demolition	
Existing # of Residential units:	Is there an existing well? <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing # of stories:	Is there an existing septic system? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Gross Area (ft ²) including basement:	Redevelopment Planned? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Is the building area greater than 600 m ² ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
G. Drawing Standards Checklist	
<input type="checkbox"/> Drawings can be hand drawn or drafting software. (11x17 or smaller paper size is preferred)	<input type="checkbox"/> Walls to be double parallel lines indicating the wall thickness (single line drawings will not be accepted)
<input type="checkbox"/> Drawing name (i.e. Site Plan, Proposed Main Floor, Existing Main Floor)	<input type="checkbox"/> Room names (existing and proposed)
<input type="checkbox"/> Drawings to scale (min. 1:75 or 3/16"=1') or graph paper (1 square = 1 foot)	<input type="checkbox"/> Window and door locations and sizes (if applicable)
<input type="checkbox"/> Legible, black and white (no colour drawings)	<input type="checkbox"/> Dimensions