



## Building Department

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### Building Permit Application Checklist

<b>Project Address:</b>	<b>Date:</b>	<b>Permit App. No.: 2021-</b>
<b>Roll Number:</b>	<b>Project Type:</b>	

Rec'd	Documents	Req'd	N/A
	<b>Application for a Permit to Construct or Demolish</b> – Filled out in full		
	<b>Schedule 1: Designer Information</b> – BCIN Designer, Septic, HVAC. (Not required if designed by Architect or P.Eng)		
	<b>Schedule 2: Septic Installer</b>		
	<b>Commitment to General Review By Arch or P.Eng</b> – ONLY when architect or engineer review is required		
	<b>Owner Authorization</b> – Required when applicant is not the owner or lessee. (Ensure owner info is provided)		
	<b>Proof of Ownership</b> – Transfer of Title		
	<b>Building Permit Application Fees Paid</b> – See invoice provided		
	<b>Development Charges Fee Paid</b> – See invoice provided (needs to be paid before issuance of permit)		
	<b>Tarion Certificate / Number</b> – New home construction as per requirements by Tarion		
	<b>Heritage Approval</b> – Designated or undergoing designation or on Town of Erin Heritage Inventory List		
	<b>Site Plan</b> – Required for pools, septic systems, solar installations, additions and accessory buildings		
	<b>Survey / Grading</b> – Required for new detached SFD construction		
	<b>Entrance Permit</b> – Civic number assigned (green sign installed or address provided on site)		
	<b>Septic System New Design</b> – Separate building permit is required		
	<b>Septic System Existing Condition</b> – Qualified Designer to provide letter re: capacity/condition of existing		
	<b>OBC Data Matrix</b> – Required with most ICI applications		
	<b>Design Drawings / Septic Design</b> – Stamped and signed as applicable – BCIN, Architect or P.Eng		
	<b>Structural Drawings</b> – Stamped and signed as applicable		
	<b>Truss Drawings</b> – Req'd with application for new SFD. Req'd prior to construction for additions and accessory bldgs.		
	<b>Mechanical Drawings, Specifications and/or HVAC Summary</b> – Stamped and signed as applicable		
	<b>Electrical Drawings</b> – Required for ICI. Stamped and signed as applicable		
	<b>Source Water Protection Review/Approval</b>		
	<b>Credit Valley Conservation Authority Approval</b> – visit <a href="http://cvc.ca">cvc.ca</a> , Planning and Permits, Regulation Mapping		
	<b>Grand River Conservation Authority Approval</b> – visit <a href="http://grandriver.ca">grandriver.ca</a> , Planning and Development, Map Your Property		
	<b>Nutrient Management Plan Approval and/or MDS Calculations</b> – visit <a href="http://OMAFRA.gov.on.ca">OMAFRA.gov.on.ca</a>		
	<b>SB-10 EEDS Forms Completed in Full</b> – New ICI construction and additions		
	<b>SB-12 EEDS Form(s) Completed in Full</b> – New residential construction and additions		
	<b>Other Applicable Law:</b>		

- This permit application is deemed to be complete.
- This permit application is deemed to be incomplete and as such, the prescribed time limits indicated in OBC Div. C Part 1.3.1.3 do not apply.

Additional requirements may need to be addressed following plans examination.	Staff:
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**Important Note: ALL pdf documents must be submitted in UNLOCKED format in order to add markups and additional notes and comments. Pdf's with security settings will not be accepted.**