

GUIDELINES FOR PERMIT APPLICATIONS

- 1) Fill all parts of the permit application including the date and signature. Remember that it is a legal document and you maybe delaying your construction.
- 2) Provide the name of the general contractor with contact information.
- 3) Provide your email address if you have one for faster approval and access of plan review
- 4) Provide accurate value of construction as it could affect insurance claims and has no bearing on permit fees in the case of residences, garages, decks or basement developments.
- 5) Submit one set of drawings with your application and ensure that you build according to the drawings. You could face a stop work order, suffer delays and added costs for having to hire a Professional Engineer if you deviate from original plans. (Ex: Drawing calls for concrete foundation and you build a wood foundation or change from a wood beam to a steel one.)
- 6) Plans need to be provided by a draftsman, engineer or architect for all construction, except where forms are provided for garages, decks or basement development from the municipal office. Permits will not be approved in any other manner. Hand drawn plans will not be accepted.
- 7) When constructing a Preserved wood foundation you must have the standard or build according to an engineered design. You must contact the company designing the joist to let them know it is a wood foundation as the design is different for the joists. Failure to do this will cause you to wait for new joists.
- 8) Submit the mechanical ventilation form if it was provided to you from the municipality. (This can be provided after approval of permit once you have decided on a mechanical contractor.)
- 9) Submit the shop and layout drawings for all engineered joists, truss and beams. These can be provided after permit approval but before framing inspection.
- 10) Submit a site plan and follow it. Remember that distance to property lines and other buildings are addressed in the National Building Code and maybe different than what is allowed in a zoning bylaw. Ask your building official for clarification.
- 11) Submit information far ahead enough in time to avoid disappointment because of delays for permit approval. (Do not expect to start the next day.)
- 12) Ensure that you read the plan reviews as there may be useful information and changes from original drawings.
- 13) Ensure that you follow the inspection schedule to avoid a stop work order or removal of material already constructed. Book your inspection well enough in advance as per schedule requirements. Remember it is your responsibility to book inspections.
- 14) Construction shall start within six months of permit approval and shall not be stalled for more than six months. Construction shall be completed in twelve months. Unless approved by municipal council if any of these things happen you will need to pay for a new permit or it may be added to your taxes.