

## **BUILDING PERMIT APPLICATION CHECKLIST**

- Completed **BUILDING PERMIT APPLICATION** form.

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- Two** Complete **SETS OF DRAWINGS** including structural/electrical/plumbing elements.

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- MECHANICAL DESIGN** including Heat Loss/Heat Gain calculations, Duct layout and Residential Mechanical Ventilation Record.

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- PLOT PLAN/ COPY OF SURVEY** indicating distance from proposed building to all property lines, other buildings, hydro and communication conductors (overhead and under ground) , gas lines, septic systems, and wells

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- Copy of the **DEED** identifying ownership of the property.

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- WELL RECORD REPORT.**

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- ONHWP DECLARATION** completed.  
All new houses are to be identified as:
  1. Where the applicant is building to sell the house; **or**
  2. Where the applicant is building to occupy the house.

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- ENTRANCE PERMIT AND 911 NUMBER** obtained by the applicant applying to the Stone Mills Roads Department next door to the Township Office.

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- SEWAGE SYSTEM PERMIT APPROVAL**

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Note: An Electrical Safety Authority Permit is required for all electrical work contact 1 877 372-7233.

Important: New home construction neighbouring an agricultural operation is subject to Minimum Distance Separation (MDS 1).