

Attachment A: Building Permit Inspection Checklist

A checked-box indicate that the document or form is required as part of your submission. The addition of If Applicable (IA) to the side of the checkbox indicates that this may also be required, dependent on your specific project. If you require further information, please contact the Building Department.

Document or form	New single-family dwelling	Other structures (e.g., shed, boathouse, garage, dock)	Additions and renovations	Septic	Demolition
Application form: a separate form is required for each proposed structure, septic, or demolition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule 1: third page of the application form (Designer Schedule)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site plan: Interior projects that do not affect the external property require an internal floor plan as	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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opposed to a site plan (lot grading plans can work as site plans)					
Construction drawings: two paper copies printed to scale and legible reading size, use standard drafting conventions to explain the work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital construction drawings: drawings should be emailed to the Building Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lot grading plan: Subject to the project, they may need to be completed by a professional engineer plan (two paper copies printed to scale and legible reading size)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Digital Engineered lot grading plan: plan should be emailed to the Building Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Authorization: required for any applicant who is not the property owner of the project location	<input type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/> IA	<input type="checkbox"/> IA	<input type="checkbox"/> IA
Heating, Ventilation and Air-conditioning (HVAC) plan: should include heat loss and gain, layout, and calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Design Summary (EEDS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage system design specifications	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewage system plan view	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Sewage system - Schedule 2: fourth page of application	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineered floor joist and beams: layouts and runs	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Engineered truss: layout and individual runs with the documents sealed by an Engineer	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Other applicable law: i.e., Ministry of Transportation)	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA
Other applicable law: e.g., Natural Resources and Forestry, or Trent-Severn Waterway for shoreline or in-water works	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA