



**Administration Office**  
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705-325-2315

## Building Permit application checklist

A checked box indicates that the document or form is required as part of your submission. If the area is empty, this does not apply to your application. The 'If Applicable (\*)' to the side of the checkbox means that this item may also be required, depending on your specific project. If you need more information, please contact us.

It is recommended that a qualified designer be involved with completing the construction drawings for your projects.

**Digital submissions are preferred. Email your complete submission to [buildingpermits@severn.ca](mailto:buildingpermits@severn.ca).**

Document or form	New Single Dwelling Unit	Other structure	Addition, renovation, or repair	Septic	Demolition
Application form: A separate form is required for each proposed structure, septic or demolition	<input checked="" type="checkbox"/>				
Schedule 1: Designer information	<input checked="" type="checkbox"/>				
Site plan: Showing all structures on property with setbacks to lot line, septic and well if applicable	<input checked="" type="checkbox"/>				
Floor plan: Interior projects require a floor plan in addition to a site plan as applicable (wall sections, door and window placement, fire safety systems)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *		
Digital construction drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Digital engineered Lot Grading Plan	<input checked="" type="checkbox"/>				
Letter of Authorization: Required for any applicant who is not the property owner of the project location	<input checked="" type="checkbox"/> *				
Heating, Ventilation, and Air-conditioning (HVAC) plan: Include heat loss/gain calculations and layout	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> *		

Document or form	New single dwelling unit	Other structure	Addition, renovation, or repair	Septic	Demolition
Engineered truss and floor package: Includes layouts and member reports (joists, beams, profiles)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *		
<u>Energy Efficiency Design Summary (EEDS)</u>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> *		
Engineered material specifications: (e.g., guards and railings (glass, aluminum, steel), helical piles	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *		
Plumbing drawings: Include layout, fittings, valves, equipment, and fixtures	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> *		
<u>Schedule 2: Septic designer information</u>	<input checked="" type="checkbox"/> *		<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	
Septic system design drawings	<input checked="" type="checkbox"/> *		<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	
<u>Septic system flow calculations</u>	<input checked="" type="checkbox"/> *		<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	
<u>Septic Change of Use application</u>	<input checked="" type="checkbox"/> *		<input checked="" type="checkbox"/> *		
Other applicable law: <u>Ministry of Transportation</u> (MTO) Permit or MTO No Permit Required confirmation	<input checked="" type="checkbox"/> *				
Other applicable law: <u>Ministry of Natural Resources and Forestry</u> or <u>Trent Severn Waterway for Shoreline / In Water Works</u>	<input checked="" type="checkbox"/> *				

## Staff contact

Customer Care Assistant | Phone: 705-325-2315 x224 | Email: [building@severn.ca](mailto:building@severn.ca) | severn.ca

**Note: This is a guide only. Additional information, materials, or submissions may be required for other permit types such as Change of Use, Commercial, Industrial, Institutional, Multi-Residential, etc., and/or situations that trigger additional provisions.**