

Items May Be Required for a Building Permit

Owner:	Roll #: _	
Address:	Zoning:	

	DESCRIPTION	REQUIRED	D DATE SUBMITTED							
1.	Transfer/Deed of Land Register									
2.	Copy of Register Plan (Survey)									
3.	Tarion Builders Registration Number (For Residential)									
4.	Plot Plan - This is not a survey but is a rough drawing, showing location & size of the proposed structure, its distance to all lot li other existing structures, waterways, and septic system, if rural	ines, all								
	Conservation Authority Approval Required:									
		Rear Yar Rear Yar	rd: Front Yard: rd: Front Yard:							
4a.	Plans/Drawings (2 copies) indicating the following: BCIN Number of Qualified Designer (if applicable) Or Designed by Owner									
4b.	Foundation Plan, showing sizes of footings, Height under beam height of backfill	n &								
4c.	Soil Type: Poured:□ Types of Foundations: Block:□		Other:							
4d.	Floor Plan, including lintel sizes for all openings									
	Engineered Floor System: Prof. Engineer Stamped Design to be submitted (If applicable)	e								
4e.	Size of Building: W L H Existing Bui	L	H							
	Construction Type: Protected Frame: Veneer:		□ Masonry: □							
	Steel: Reinforced Other Specify:									
5.	Typical Building Sections									
6.	Exterior Elevations of Buildings									
7.	7. Roof Layout – Prof. Engineer Stamped Truss Design to be submitted (If applicable)									
8.										
9.	Mechanical Design Drawings and heat loss calculations showing furnace size & duct size, including a schematic layout for ductwork or/and radiant heating □									
10.	. Water: Municipally Operated: Umpost Fee's Required) Well: (Well Drill Certificate Required)									
11	Plumbing: # of Fixtures: Fixtures: WC: Lav:	: Tu	ıb: □ Ot	her:						
12	2. Sewers: Available: (Connection Permit Required) Sewage System (Permit Required)									

DESCRIPTION(Con't)								REQUIR	DATE SUBMITTED				
13.	B. Hydro: Available on Site: □ ESA Permit Required: □												
14.	Heating	Gas: □	Oil:		Ele	ectric:	(Other:	Specify:				
15.	Ventilation:	HRV:		Num	ber	of Fans:			Fan Rating(s):				
16.	Fees: Building Permit Fee - \$11.00 per \$1000 dollars value of Construction Plumbing Permit Fee - \$10.00 per Fixture (minimum \$100.00 fee) Occupancy Permit Fee - \$100.00 Education Development Charge (French Public) - \$300.00 per Dwelling												
18.	Developmen	evelopment Charges: (If Applicable) Payable by cheque only											
19.	Entrance Permit Required: (County / Town / M.T.O)												
	ADDITIONAL CONTACTS												
	Impost Fees & Connections Napanee Water Utilities (prior to issuance)									613-	-354-3	3351	
	Electrical Safety Authority (ESA)								1-877-372-7233				
	KFL&A Public Health									613-	-354-3	3357	
	Conservation Authority Cataraqui Region Conservation Authority Quinte Conservation Authority								613-546-4228 613-968-3434				
	Ministry of Transportation ➤ Proposed work close to or adjacent to a provincial highway ie; Highway 33 and 401 Highway								www.hcms.mto.gov.on.ca 613-544-2220 ext.4729				
	Ministry of Natural Resources								613-531-5700				
	Entrance Permits: County of Lennox & Addington Town of Greater Napanee Ministry of Transportation								613-354-4883 613-354-3351 1-888-362-1770 ext. 4328				
	Natural Gas Services (Union Gas)								613-389-4000				
	ON1CALL – Before you Dig							w	www.on1call.com				
	Building & Sewage System Permits 613-354-3351									3351			
		ITEMS R	EQUIR	ED P	RIO	R TO FINAL	. II	NSPECTION OR	OCCUPA	NCY	<u>(</u>		
1.	Electrical Safety Authority Final Inspection Certificate						[
2.	2. Union Gas Inspection							[
3.	. Heat Recovery Ventilator Certificate – Number of Licensed Installer							[
4.	. Oil Appliance (T.S.S.A) / Propane Appliance Installers Inspection & Report							ort	[
5.	5. Approved Sewage System Installation												
6.	6. Well Water Sample test results for coliform & E-coli								[
7.	. Final Inspection of Entrance												
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