

DWELLING UNIT AND SEPTIC APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant's responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

DWELLING UNIT

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish Form	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Schedule 1 Form Include one form for each designer	A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Tarion Information	If applicable, include on page 2 of application form.	

Submittal Item	Details	Documents Included with Application
Architectural Design Drawings	Including foundation, floor, roof, elevations, cross sections.	
Roof Truss Specifications & Layout	Must be stamped by professional engineer.	
Structural Composite Lumber Specifications	i.e. Laminated Veneer Lumber (LVL), Parallel Strand Lumber (PSL), Laminated Strand Lumber (LSL)	
Engineered Floor Framing Design	Layout & specifications	
Energy Efficiency Design Summary SB-12	A copy of the SB-12 forms can be found on our website. Prescriptive Method Performance & Other Acceptable Compliance Methods	
Mechanical Ventilation Design	Provided by HVAC designer.	
Heat Loss Calculations and Duct Design	Provided by HVAC designer.	

SEPTIC SYSTEMS

Submittal Item	Details	Documents Included with Application
Septic Design and Calculations	Scaled layout identifying septic tank and bed location, cross section incl. elevations, all clearance distances between septic tank and bed to structures, open water, wells on property/neighboring properties, type of well.	

Submittal Item	Details	Documents Included with Application
Soils Analysis	Percolation time (T) determined by a percolation test or soils classification unless using a T=50	
Schedule 1 Form	Septic Designer Information A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Schedule 2 Form	Septic Installer Information A copy of the form can be found on our website. Schedule 2 Form	