

## 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
<b>Application to Construct or Demolish (Form)</b>	A copy of the application form can be found here: <a href="https://www.dufferincounty.ca/form-centre/building-permit-application">https://www.dufferincounty.ca/form-centre/building-permit-application</a>	
<b>Schedule 1 Form</b> Include one form for each designer	A copy of the Schedule 1 form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information">https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information</a>	
<b>Agent Authorization Form</b>	Required if you are applying on behalf of a property owner. A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/agent-authorization-form">https://www.dufferincounty.ca/form-centre/agent-authorization-form</a>	
<b>Applicable Law Declaration Form</b>	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/applicable-law-declaration-form">https://www.dufferincounty.ca/form-centre/applicable-law-declaration-form</a>	
<b>Site Plan</b>	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
<b>Tarion Information</b>	If applicable, include on page 2 of application form.	
<b>Architectural Design Drawings</b>	Including foundation, floor, roof, elevations, cross sections.	

Submittal Item	Details	Documents Included with Application
<b>Roof Truss Specifications &amp; Layout</b>	Must be stamped by professional engineer.	
<b>Structural Composite Lumber Specifications</b>	i.e. Laminated Veneer Lumber (LVL), Parallel Strand Lumber (PSL), Laminated Strand Lumber (LSL)	
<b>Engineered Floor Framing Design</b>	Layout & specifications	
<b>Energy Efficiency Design Summary</b> SB-12	Performance: <a href="https://www.dufferincounty.ca/form-centre/energy-efficiency-design-summary-performance">https://www.dufferincounty.ca/form-centre/energy-efficiency-design-summary-performance</a> Prescriptive: <a href="https://www.dufferincounty.ca/form-centre/energy-efficiency-design-summary-prescriptive">https://www.dufferincounty.ca/form-centre/energy-efficiency-design-summary-prescriptive</a>	
<b>Mechanical Ventilation Design</b>	Provided by HVAC designer.	
<b>Heat Loss Calculations and Duct Design</b>	Provided by HVAC designer.	

### Septic System

Submittal Item	Details	Documents Included with Application
<b>Septic Design and Calculations</b>	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
<b>Soils Analysis</b>	Percolation time (T) determined by a percolation test or soils classification unless using a T=50	
<b>Schedule 1 Form</b>	Designer Information A copy of the Schedule 1 form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information">https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information</a>	
<b>Schedule 2 Form</b>	Installer Information A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-2-installer-information">https://www.dufferincounty.ca/form-centre/schedule-2-installer-information</a>	