

## 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.**

### Non-Residential Projects

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 (Architect and Professional Engineer are exempt)	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>Geotechnical Report</b>	Report to verify soils conditions and engineered fill details and locations sealed by a Professional Engineer of Ontario	
<b>Architectural Design Drawings</b>	Drawn to scale. Including foundation, floor, roof, elevations, cross sections. Specify all applicable structural information and construction material.	

Submittal Item	Details	Documents Included with Application
<b>Structural Design Drawings</b>		
<b>Plumbing Design Drawings</b>	Including site services	
<b>Electrical Drawings</b>	If fire alarm system is included	
<b>Sprinkler System Drawings</b>		
<b>Energy Efficiency Design Summary</b> SB-10	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.	
<b>Commitment to General Review</b>	Architectural, structural, mechanical, electrical, fire protection, plumbing – where applicable.	
<b>OBC Data Matrix</b>	Sealed by architectural designer	
<b>OBC SB-10 Compliance Summary</b>	Signed by architectural, mechanical, and electrical 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.	
<b>Soils Analysis</b>	Percolation time (T) determined by a geotechnical engineer 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>	

