



Document Submission Checklist – Housing

Pursuant to Section H of an application to Construct or Demolish
Rev. January 01/11

Application Number	Address	Date
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All permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the Ontario Building Code and other laws. This checklist identifies drawings and documents required for detached or semi-detached houses or townhouses. Please refer to Schedule C of the Building By-law for further details.

Items indicated below as [O] required must be provided before this application can be processed

[✓] provided [X] not applicable [O] required

Drawings and Specifications

General Information

- Designer Qualification/Registration Information
- All drawings drawn to scale & fully dimensioned
- Compass orientation
- Drawings sets required (2)
- Building plans consistent with Site Plan
- Application work description consistent with drawings

Structural

- Pre-engineered floor system layout
- Roof framing plan – conventional construction
- Roof truss layout & P.Eng sealed shop drawings
- Underpinning at basement walkout
- Structural framing plans (on floor plans)

Site Plan

- Zoning dimensions & areas (yellow form)
- Property lines shown
- Location & dimensions of proposed & existing buildings
- Proposed finished floor elevations
- Site grading plan (proposed & existing grades)

Mechanical (HVAC)

- Coordinated floor plans (every level)
- Heat loss/gain calculations & duct design
- Equipment specifications
- Ventilation design summary

Architectural

- Existing floor plans (required for additions/alterations)
- Floor plans for every level
- All room names identified
- Building elevations
- Building sections & wall sections
- Stairs, landings, decks, guards & handrail details
- Cathedral ceiling/roof detail
- Details & construction notes/specifications
- Townhouse block plans showing all units & firewalls
- Firewall & party wall sections & details

Other Drawings

- _____
- _____
- _____
- _____

Other Documents

- Geotechnical report (new subdivision)
- Approved Lot Grading Plan
- Region of Durham Permit for Sewage System
- Private Drilled Well Certificate

- Applicable Law Compliance Checklist
- Acknowledgement of incomplete application
- Region of Durham Development Charge Form
- Education Development Charge Form
- Regional Connection Application for Water/Sewer

Original - Municipality Copy - Applicant

Application received by
PD1102-03/10