

# BUILDING PERMIT

## *Pre-Application Checklist*

<b>Applicant Name:</b>	<b>Telephone:</b>	<b>Email:</b>
<b>Project Address or Legal Description:</b>		

### **Schedule A (Permit Required)** – Check all work that applies to your project:

- A structure occupying an area greater than 10m<sup>2</sup> (108 sqft)
- A structure occupying an area of 10m<sup>2</sup> (108 sqft) or less that contains plumbing, including the plumbing that services/leads to that structure.
  - An addition to an existing building (i.e., second or third story additions, attached garage or carports, sunrooms, solariums, porches, or balconies).
  - Enclosing an existing deck, porch, or patio of any size.
  - Finishing a basement or portion thereof.
  - Finishing an attic space or installation of dormers.
  - Adding or removing walls, (i.e., creating different room sizes and/or uses).
  - Installation of windows, skylights, or doors where none were before.
  - Resizing or relocating existing windows and doors.
  - Basement or main floor walkout alterations.
  - Demolition of any structure occupying an area greater than 10m<sup>2</sup> (108 sqft).
- Installation of a ramp or elevating device.
- Detached carports or detached garages.
- A deck greater than 600mm (24 inches) above ground or a deck serving the principal entrance for dwelling units.
- Installation of a new or replacement weeping tile.

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- Insulating exterior walls when exterior or interior cladding is removed.
- Indoor or outdoor swimming pools.
  - Installation, repair of storm, sanitary and water service.
  - Conversion from septic to sanitary sewer.
  - Installation of sprinkler or irrigation systems and associated backflow preventers.
- Installation or modification of heating or air conditioning ductwork.
- New fireplace, wood stove or completion of roughed-in fireplace.
- Replacement of a fire alarm panel or control unit.

### **Schedule B (No Permit Required)** – Check all work that applies to your project:

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- A detached accessory structure, which measures less than 10m<sup>2</sup> (108sqft).
- Roofless attached deck not forming part of a principle entrance to a dwelling until and less than 600mm (24 Inches) above ground.
- Minor repairs to masonry (Replace or increase insulation, drywall, or plaster.
- A deck less than 600mm (24 Inches) above ground and not serving as the principle entrance for dwelling units.
- Asphalt roof shingling (non-structural).
- Eaves troughs.
- Replacing existing siding.
- Air conditioning units or heat pumps added to existing forced air systems.
- Installation of kitchen or bathroom cupboards or cabinetry without plumbing.
- Replacing existing same sized doors or windows.
- Painting and decorating.
- New flooring.
- Landscaping
- Replacement of plumbing fixtures with NO modification to the plumbing system.
- Replacement of heating equipment with NO modification to the distribution system.

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**Schedule C (Project Description) – Please describe your project:**

Empty space for project description.

**Applicant's Signature:** \_\_\_\_\_

**Pre-Application Received / Returned By:** \_\_\_\_\_

**Date (YYYY/MM/DD):** \_\_\_\_\_