



**COMPLETE APPLICATION
 CHECKLIST - SMALL RESIDENTIAL**
 Pursuant to Article 1.3.1.3, Div. C of the Building Code

Applicant: _____

Proposed Work: _____

Location of Work: _____

Application cannot be deemed complete until the following conditions are satisfied:

	Provided	Outstanding	Submitted
(a) Application is made in the correct form (provincial form) – all applicable fields on the application form are completed	_____	_____	_____
(b) Application is made by			
• Owner,	_____	_____	_____
• Authorized Agent (Owner's Authorization attached)	_____	_____	_____
(c) Schedule 1 completed and submitted	_____	_____	_____
(d) Copy of Deed to property	_____	_____	_____
(e) Building permit fee has been paid (Building permit fee remitted with Application is preliminary).	_____	_____	_____
(f) Tarion Warranty Corporation Declaration Form	_____	_____	_____
(g) Compliance with Applicable Law			
• Zoning	_____	_____	_____
• Heritage	_____	_____	_____
• Site Plan Approval	_____	_____	_____
• Conservation approval(s) _____	_____	_____	_____
• NEC Development Permit	_____	_____	_____
• On-Site Sewage disposal system	_____	_____	_____
• Halton Region Service Permit/Well approval	_____	_____	_____
• _____	_____	_____	_____
• _____	_____	_____	_____
(h) Application is accompanied by 2 copies (unless otherwise noted) of the design documentation:			
• Plot plan/Survey	_____	_____	_____
• Grading plan – Stamped by Grading Eng. or OLS (3 copies)	_____	_____	_____
• Energy Efficiency	_____	_____	_____
• Architectural/Structural			
1. footings layout	_____	_____	_____
2. all floors layouts	_____	_____	_____
3. roof layout	_____	_____	_____
4. trusses – (layout and individual trusses)	_____	_____	_____



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5. cross sections			_____
6. elevations			_____
7. structural drawings required by P.Eng.			_____
8. details/specifications/construction notes			_____
9. other _____			_____
• HVAC			
1. heat gain/heat loss calculation/duct design			_____
2. duct layouts			_____
3. equipment data			_____
4. solid fuel-fired appliance & chimney			_____
5. separate checklist attached for other types of systems			_____
6. other _____			_____
• Separate checklist _____			_____

The purpose of this document is to advise the applicant and provide written notice of an incomplete application. Incomplete applications are not subject to a full review within the time frames set out in the Ontario Building Code. Based on the documentation/information received this application is deemed:

Incomplete

Pursuant to the OBC, Div. C, a.1.3.1.3. a copy of this checklist is given to applicant at the application time.

Note:

1. Compliance with some other Applicable Law may be required as result of detailed plans review.
2. Additional documentation/information may be required as result of a detailed plans review.
3. The following items are not considered in deeming the application incomplete but are required prior to or at the time of issuance of Building Permit.

- Development Charges (to be paid at the time of permit issuance) _____
- Damage Deposit (to be paid at the application time) _____
- General Review Commitment Certificate Forms (if applicable) _____

 Applicant

 Date (YY/MM/DD)

 Building Services Representative