



312915 Dereham Line, Mt. Elgin ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702; Fax: 519-485-2932

BUILDING PERMIT APPLICATION CHECKLIST
Single Family Dwelling / Additions / Renovations
(To be completed by the applicant)

Project Location: _____ Date: _____

Applicable Law:	
<input type="checkbox"/>	Zoning – what is current use of property? _____
<input type="checkbox"/>	Zoning – What is Proposed use of Property? _____
<input type="checkbox"/>	Is a minor variance required? (provide approved copy with application)
<input type="checkbox"/>	Is a septic permit required from the County for a new system? (provide copy with application) - If the proposed construction will add or increase the load on a septic system, please provide approval from County.
<input type="checkbox"/>	Is the proposed building within any regulation limits of the Conservation authority? (UTRCA, LPCA, or Catfish Creek) If so provide approval from the Conservation Authority.

Forms:			
<input type="checkbox"/>	Application form completed and signed	<input type="checkbox"/>	EEDS (energy) form completed.
<input type="checkbox"/>	Schedule 1 for all designers (building, HVAC, etc.)		
<input type="checkbox"/>	Owner authorization required? Has a letter of agent been provided (unless applicant is owner)		

Drawings:	
<input type="checkbox"/>	2 sets of plans (drawings of building, floor plans, elevations, cross section, etc)
<input type="checkbox"/>	2 copies of site plan and grading plan
<input type="checkbox"/>	2 copies of HVAC duct design and Heat Loss Heat Gain calculations.
<input type="checkbox"/>	2 copies of truss drawings and roof layout (unless not being used)
<input type="checkbox"/>	2 copies of engineered floor joist layout (unless not being used)

Print Name: _____ Signature: _____

Applications may not be reviewed until all information is submitted. Applications are incomplete until all information is submitted. See the Chief Building Official or the Township of South-West Oxford's permit timeline policy for time period of when a permit may be issued. Timelines do not start until all information is complete.