



# PERMIT APPLICATION CHECKLIST

## PART 9 - RESIDENTIAL

Issued: July 2017

Revised: N/A

P/E: \_\_\_\_\_

<b>Applicant Name:</b>
<b>Project Address:</b>
<b>Proposed Work:</b>

**Note to Permit Applicants:** Please refer to the back of this page and the Town of Milton's project specific residential building permit packages for specific submission requirements. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications may not be accepted where any of the required information is not submitted.

### ITEM REQUIRED FOR COMPLETE PERMIT SUBMISSION

Design/Drawings (2 hardcopies or 1 digital file, unless noted otherwise)	N/A	Provided	Missing
<b>Site Plan</b> (1 hardcopy for new dwelling unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grading Plan</b> (3 hardcopies for new dwelling unit, 2 hardcopies for all other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Architectural Design</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineered Components</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanical (HVAC) Design</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Septic System Design/Evaluation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Product Specifications/Approvals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forms (1 hardcopy or digital file, unless noted otherwise)	N/A	Provided	Missing
<a href="#">Building Permit Application Form</a>		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Schedule 1 Designer Forms(s)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Schedule 2 Sewage System Installer Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Residential Water Pipe Sizing Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy Efficiency Design Summary Form (EEDS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Residential Development Charge Form</a> (1 hardcopy required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Parkland Dedication Form</a> (1 hardcopy required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Demolition Pre-Permit Clearance Forms</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approvals (1 hardcopy or digital file, unless noted otherwise)	N/A	Provided	Missing
<b>Conservation Authorities (Grand River, Halton)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Niagara Escarpment Commission (NEC)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Halton Region Well Approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Halton Region Services Permit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Entrance Permit (Town Engineering Department or Halton Region)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Developer's Clearance Letter</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Approval (LALAC)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee of Adjustment (COA)/Site Plan Approval (SPA)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Application Status:

<input type="checkbox"/> <b>Accepted as Complete</b>	<input type="checkbox"/> <b>Accepted as Incomplete <sup>(1)</sup></b>	<input type="checkbox"/> <b>Not Accepted <sup>(1)</sup></b>
I (applicant) acknowledge that; <sup>(1)</sup> all of the above noted incomplete documents must be submitted in hardcopy to my Permit Administrator, along with this checklist, before my permit application is considered complete and, the timelines stipulated under Div.C-1.3.1.3 of the OBC apply only to complete permit applications that have satisfied all zoning requirements and other applicable law.		Signature: _____  Date: _____

## DESIGN/DRAWINGS

<b>Site Plan</b>	Showing location of all buildings/structures on the property, setbacks to all property lines, location of septic system and well (if applicable), calculation of lot coverage for principle and accessory buildings, location and size of driveway
<b>Grading Plan</b>	Showing existing and proposed grade elevations, indicating top of foundation wall, underside of footing, and finished floor elevations for the proposed building and show locations of swales and direction of surface drainage
<b>Architectural Design</b>	<b>New dwelling units, accessory buildings, <a href="#">door/window</a> and <a href="#">decks</a></b> Including detailed floor plans, elevations, building/wall sections, spatial separation calculations (if applicable) showing the proposed construction and general construction notes <b>Additions, alterations, <a href="#">accessory apartments</a> or <a href="#">finished basements</a></b> Including detailed floor plans, elevations, building/wall sections, spatial separation calculations showing the existing and proposed construction and general construction notes
<b>Engineered Components</b>	Engineered truss layout and sealed truss design, engineered floor layout, engineered design in accordance with Part 4 for any structural elements outside the scope of Division B – Part 9
<b>Mechanical (HVAC) Design</b>	<b>New dwelling unit or additions increasing conditioned space by more than 25%</b> Requires a full design for the entire building, including detail load calculations for all rooms, duct design, duct layout and ventilation design <b>Addition increasing conditioned space more than 10% but not more than 25%</b> Requires a full design for the addition only, including detailed load calculations for all rooms, duct design and duct layout <b>Additions increasing conditioned space up to 10%</b> Requires the size and location of new heating outlets to be shown on the drawings. No calculations required
<b>Septic System Design/Evaluation</b>	<b>New dwelling unit</b> Requires a full septic system design including site report, engineered soils analysis/classification, layout of the proposed septic system with required clearances, daily design flow calculations, sizing of septic tank/treatment unit and design of leaching bed <b>Addition to existing building that increasing the finished floor area by more than 15%, adds a bedroom or add plumbing fixtures</b> Requires a septic evaluation report which includes a report on the condition of the existing septic system, layout of the existing septic system and required clearances, daily design flow calculations, engineered soils analysis/classification, verification of the size of existing septic tank/treatment unit and size and type leaching bed. If any part of the existing septic system is undersized for the new daily design flow it must be updated in accordance with Div B – Part 8
<b>Product Specifications/Approvals</b>	For any factory built gas or wood fireplace, mechanical equipment (furnace, HRV/ERV, Domestic water heater, drain water heat recovery), non-wood guard rail systems (aluminum, glass, etc), elevators,

## FORMS

<a href="#">Building Permit Application</a>	Required for all applications (including demolition), complete with legal description
<a href="#">Schedule 1 Form</a>	Required for any design not prepared by an Architect or Professional Engineer
<a href="#">Schedule 2 Form</a>	Required to be completed by the septic system installer (if applicable)
<a href="#">Water Pipe Sizing Form</a>	Required for all new dwelling units and additions
<b>EEDS Form</b>	Required for all new dwelling units and additions ( <a href="#">Prescriptive</a> or <a href="#">Performance</a> Method)
<a href="#">Development Charge Form</a>	Required for all new dwelling units and fire repairs, complete with legal description
<a href="#">Parkland Dedication Form</a>	Required for all new dwelling units constructed on vacant lots
<a href="#">Demo Pre-Permit Clearance</a>	Required for demolition of all residential buildings greater than 10 m <sup>2</sup> in area (108 ft <sup>2</sup> )

## APPROVALS

<b>Conservation Authorities</b>	Required for properties located within areas regulated by conservation authorities <ul style="list-style-type: none"><li>Conservation Halton. <b>Contact:</b> <a href="http://conservationhalton.ca">conservationhalton.ca</a> or phone 905-336-1158</li><li>Grand River Conservation Authority. <b>Contact:</b> <a href="http://grandriver.ca">grandriver.ca</a> or phone 519.621-2761</li></ul>
<a href="#">Niagara Escarpment Commission (NEC)</a>	Required for any construction/development proposed within the Niagara Escarpment, <b>Contact:</b> <a href="http://escarpment.org">escarpment.org</a> or phone 905-877-5191
<a href="#">Halton Region Well Approval</a>	Required to prove a source of potable water is available on the site
<a href="#">Halton Region Service Permit</a>	Required for any new water/sanitary service connections or changes to existing services connections
<b>Entrance Permit</b>	Required for new or relocated curb cuts and entrances to properties <ul style="list-style-type: none"><li><a href="#">Town of Milton - Engineering Services</a></li><li><a href="#">Halton Region - Public Works</a></li></ul>
<b>Developer's Clearance Letter</b>	Required for exterior construction in subdivisions that have not yet been assumed by the Town. Contact your builder/developer for this required clearance letter
<a href="#">Heritage Permit</a>	Required for proposed construction on designated Heritage properties
<a href="#">Site Plan Approval</a>	Required for development on properties identified on the Heritage List (not designated) located in the Downtown Character Area
<a href="#">Committee of Adjustment</a>	Required where proposed construction do not meet Zoning By-Laws (minor variance)