

Submission Requirements for New Home Permit Applications

Information Required

When applying for a building permit you must have certain basic information about the construction for the application to be complete and accepted by the Building Division.

If you do not have all of this information, your application is incomplete and cannot be processed. Please ensure that you have the following before applying for a building permit:

- The municipal address and/or lot and plan number.
- Name, address and phone number(s) for the owner(s), all building, plumbing and heating contractors. Where applicable, we will also require this information for the architect/designer and/or engineer.
- The building floor area (square feet) - calculated by using the exterior dimensions of the dwelling (no deductions for hallways, stairs, service rooms, etc.).

Plans Required

Plans must accompany the application to show clearly what is being built and where it is being built. If possible, obtain a copy of the plan of survey to use as a basis to prepare a site plan and design the site grading and drainage in accordance with the approved detailed lot grading plan for the subdivision. The site plan must show all existing buildings, the location of the new construction, setbacks from all lot lines, grading information, parking/driveway(s), streets and a north arrow. Building plans must be to scale and clearly show all floor levels, walls, use of all rooms, windows, doors, dimensions, construction details, and must include a cross section and elevations. If you are not familiar with the construction

details of what is to be built, you may need your contractor to prepare the plans and file the application on your behalf. If you know what you want to build but are not capable of preparing the necessary plans, you may have to hire someone to prepare the required drawings for you. This person must be qualified and/or registered as per the requirements under Bill 124. You must file:

- Two complete sets of building plans (one set is returned to you as your approved building set and must be available at all times on site during the construction).
- Two complete site, grading and drainage plans along with one copy of your existing plan of survey in the case of a lot not within a new subdivision.

Note: If you do not have a survey plan for your property, you may be asked to provide one to prove where the lot limits of your property are and how far your proposed building is from the lot lines. In the case of new buildings, your surveyor may be required to locate the foundation on the footings to ensure compliance with Zoning By-law and Building Code setback requirements. Please ensure that you have all the required information, application fee and plans so there are no delays in accepting or processing your application.

NO CONSTRUCTION IS TO COMMENCE BEFORE A PERMIT IS ISSUED

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