

## Residential Dwelling Units

### Permit Application Submission Requirements

#### Information Required

When applying for a building permit you must provide 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 of the property.
- ☐ The market value of the construction.
- ☐ Payment of the application fee. Please refer to the Building Permit Fees schedule.
- ☐ 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 for the project.
- ☐ The building area (m<sup>2</sup>) of addition.
- ☐ In the case of renovations, what is to take place: only building, only plumbing, or both.

#### Drawings Required

A complete application requires adequate drawings to clearly show what is being built and where. If possible, obtain a copy of your location survey plan to use as a basis to prepare a site plan. 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, location of overhead hydro lines, and a north arrow.

Building drawings must be to scale, and when required clearly show all floor levels, walls, windows, doors, dimensions, construction details, and in the case of additions and new buildings, must include cross sections and elevations. Ensure that existing and proposed construction, and room names are clearly identified.

The owner (person on title) is permitted to prepare the permit application drawings. Due to the complexity of the design, if the owner is not preparing the drawings, The Ministry of Municipal Affairs and Housing requires that they must be designed by a qualified designer with a minimum qualification of **BCIN House**. A form called Schedule 1: Designer Information **must be** completed as part of the application.

The following items are also required:

- ☐ One (1) completed building permit application.
- ☐ One (1) completed and signed "Schedule 1: Designer Information" Sheet for each designer.
- ☐ Two (2) complete sets of building drawings (one set is returned to you as your approved building set and must be available at all times on site during the construction).
- ☐ Two (2) complete site plans along with one copy of your existing location survey.
- ☐ Two (2) complete set of stamped/signed engineered roof truss drawings and layout (if applicable).
- ☐ Two (2) complete set of stamped/signed engineered floor truss drawings and layout (if applicable).
- ☐ Two (2) complete sets of structural engineering design sheets, stamped/signed by a qualified professional engineer (if applicable).
- ☐ Two (2) complete set of HVAC design drawings (duct design, equipment sizing, HRV design, duct and HRV floor plan layouts)
- ☐ All designs to include designer's BCIN and signature.

Note: If you do not have a location survey for your property, you **may** be asked to provide one to prove where the lot limits of your property are and how far your existing building is from the lot lines. Please ensure that you have all the required information, application fee and plans so there are no delays in accepting or processing your application.

# Agency Contacts

Agency	Contact Information
Otonabee Conservation Authority (O.R.C.A.)	<a href="http://www.otonabeeconservation.com">www.otonabeeconservation.com</a> 705-745-5791
Electrical Safety Authority (E.S.A.)	<a href="http://www.esasafe.com">www.esasafe.com</a> 1-877-372-7233
ON1CALL – Call Before You dig for Utility Locates	<a href="http://www.on1call.com">www.on1call.com</a> 1-800-400-2255
Tarion New Home Owner Warranty	<a href="http://www.tarion.com">www.tarion.com</a> 1-877-982-7466
Peterborough Public Health Unit	<a href="http://www.peterboroughpublichealth.ca">www.peterboroughpublichealth.ca</a> 705-743-1000

No construction or demolition is to commence before a permit is sissued.

<https://www.peterborough.ca/en/doing-business/building-services-and-permits.aspx>

Dean Findlay, CBCO, C. Tech  
Chief Building Official - Manager, Building Services Division  
Planning & Development Services Department  
City of Peterborough  
500 George Street North, Peterborough, ON K9H 3R9  
Phone: 705-742-7777, ext. 1892  
Fax: 705-742-5218