



Application Completeness Checklist - Housing

Address

Date

Legend ☒ Submitted ☐ Not Submitted ☒ Not Applicable

Site Services	Other Required Documents
<input type="checkbox"/> Site is served by municipal water	<input type="checkbox"/> Completed Application Form
<input type="checkbox"/> Private Well	<input type="checkbox"/> Schedule 1 (required from each individual who reviews and takes responsibility for design activities)
<input type="checkbox"/> Site is served by municipal sewers	<input type="checkbox"/> Completed Applicable Law Checklist
<input type="checkbox"/> Private on-site sewerage system (APH Approval Required)	<input type="checkbox"/> Conservation Authority Approval
Site Plan	<input type="checkbox"/> Algoma Public Health Approval
<input type="checkbox"/> Designer information on documents	<input type="checkbox"/> Plumbing Application
<input type="checkbox"/> Zoning Summary (permitted uses)	<input type="checkbox"/> TARION Declaration of Applicant
<input type="checkbox"/> Property lines referenced to a current survey	<input type="checkbox"/> CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems
<input type="checkbox"/> Location of all proposed and existing buildings	<input type="checkbox"/> Record of Site Condition (Brownfield Site)
<input type="checkbox"/> Overall dimensions of buildings	<input type="checkbox"/> Minor Variance Approval / Appeal Period (if required)
<input type="checkbox"/> Location of all above ground electrical conductors	<input type="checkbox"/> Development Control Agreement (where applicable)
Design Information	<input type="checkbox"/> Rezoning Application (where applicable)
<input type="checkbox"/> Designer information on documents	Mechanical (HVAC)
<input type="checkbox"/> Footing / Foundation Design	Type of Fuel <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other
<input type="checkbox"/> Floor framing plan (including posts, beams, joists, lintels)	<input type="checkbox"/> HVAC drawings coordinated with architectural plans
<input type="checkbox"/> Cold room slab design	<input type="checkbox"/> Designer information on documents / Schedule 1
<input type="checkbox"/> Existing floor plans (for additions and alterations)	<input type="checkbox"/> Heat Loss / Heat Gain calculations
<input type="checkbox"/> Floor plans of every floor level (specify rooms)	<input type="checkbox"/> Energy Efficiency Design Summary
<input type="checkbox"/> All building elevations (with limiting distance calculations)	<input type="checkbox"/> Duct layout for each level
<input type="checkbox"/> Building and Wall Sections	<input type="checkbox"/> Residential Mechanical Ventilation Design Summary
<input type="checkbox"/> Stair, landings, deck, guard and handrail details	
<input type="checkbox"/> Details and construction notes / specifications	
<input type="checkbox"/> Firewall and party wall sections and details	

Permit Fee Calculations							
New Dwelling				Addition to Existing Dwelling			
Item	Area (m ²) unit/fixture	Cost per m ² or per unit / fixture	Total	Item	Area (m ²)	Cost per m ² or per unit / fixture	Total
Basement(finished)		\$7.00		New Basement		\$7.75	
First Floor		\$28.50		Renovation		\$7.75	
Second Floor		\$28.50		Addition (new construction)		\$28.50	
Attached Garage		\$7.00		Attached Garage		\$7.00	
Occupancy Fee		\$23.00		Basement Finishing		\$7.00	
Sewer Connection		\$135.00		Occupancy Fee		\$23.00	
Plumbing		\$20.75		Sewer Connection		\$135.00	
Culvert		\$3520.00 (6 m)		Plumbing		\$20.75	
Other				Other			
Other				Other			
Other				Other			
Total Permit Fee:				Total Permit Fee:			

I, _____ acknowledge that the application described above does not meet the requirements of 1.3.1.3.(1) of the 2006 Building Code and hereby waive my right to the permit being issued or refused within the time periods prescribed in the building code. I understand that the items described above must be completed before this application can be fully processed or a permit issued.

Date: _____ Signature of Applicant _____