



# Application Completeness Checklist - Housing

Address

Date

Legend  Submitted  Not Submitted  Not Applicable

## Site Services

- Site is served by municipal water
- Private Well
- Site is served by municipal sewers
- Private on-site sewerage system (APH Approval Required)

## Site Plan

- Designer information on documents
- Zoning Summary (permitted uses)
- Property lines referenced to a current survey
- Location of all proposed and existing buildings
- Overall dimensions of buildings
- Location of all above ground electrical conductors

## Design Information

- Designer information on documents
- Footing / Foundation Design
- Floor framing plan (including posts, beams, joists, lintels)
- Cold room slab design
- Existing floor plans (for additions and alterations)
- Floor plans of every floor level (specify rooms)
- All building elevations (with limiting distance calculations)
- Building and Wall Sections
- Stair, landings, deck, guard and handrail details
- Details and construction notes / specifications
- Firewall and party wall sections and details

## Other Required Documents

- Completed Application Form
- Schedule 1 (required from each individual who reviews and takes responsibility for design activities)
- Completed Applicable Law Checklist
- Conservation Authority Approval
- Algoma Public Health Approval
- Plumbing Application
- TARION Declaration of Applicant
- CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems
- Record of Site Condition (Brownfield Site)
- Minor Variance Approval / Appeal Period (if required)
- Development Control Agreement (where applicable)
- Rezoning Application (where applicable)

## Mechanical (HVAC)

Type of Fuel  Gas  Electric  Other

- HVAC drawings coordinated with architectural plans
- Designer information on documents / Schedule 1
- Heat Loss / Heat Gain calculations
- Energy Efficiency Design Summary
- Duct layout for each level
- Residential Mechanical Ventilation Design Summary

## Permit Fee Calculations

New Dwelling				Addition to Existing Dwelling			
Item	Area (m <sup>2</sup> ) unit/fixture	Cost per m <sup>2</sup> or per unit / fixture	Total	Item	Area (m <sup>2</sup> )	Cost per m <sup>2</sup> or per unit / fixture	Total
Basement(finished)		\$7.25		New Basement		\$8.00	
First Floor		\$29.25		Renovation		\$8.00	
Second Floor		\$29.25		Addition (new construction)		\$29.25	
Attached Garage		\$7.25		Attached Garage		\$7.25	
Occupancy Fee		\$23.75		Basement Finishing		\$7.25	
Sewer Connection		\$140.00		Occupancy Fee		\$23.75	
Plumbing		\$21.25		Sewer Connection		\$140.00	
Culvert		\$3690.00 (6 m)		Plumbing		\$21.25	
Other				Other			
Other				Other			
Other				Other			
<b>Total Permit Fee:</b>				<b>Total Permit Fee:</b>			

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 \_\_\_\_\_