



The Corporation of the
**Township of Georgian
Bay**

Department of Development Services

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BUILDING PERMIT APPLICATION - COMPLETENESS CHECKLIST

OWNER: _____ **PROJECT ADDRESS:** _____

DATE DELIVERED: _____

DROP BOX **EMAIL** **OVER THE COUNTER**

PROJECT DESCRIPTION: _____

TO BE SUBMITTED FOR SINGLE FAMILY DWELLINGS:

- COMPLETED APPLICATION - INCLUDING SCHEDULE 3A & 3B
- SCHEDULE 1: DESIGNER INFORMATION COMPLETED
- ENERGY EFFICIENCY DESIGN SUMMARY FORM FOR DWELLINGS (PART 9, SB-12)
- LETTER OF AUTHORIZATION (IF APPLICANT/CONTRACTOR IS NOT THE PROPERTY OWNER)
- SITE PLAN (A SURVEY MAY BE REQUIRED FOR DEVELOPMENT ON WATERFRONT PROPERTIES. PLEASE REACH OUT TO planning@gbtownship.ca FOR CLARIFICATION)
 - INCLUDE ALL EXISTING AND PROPOSED DEVELOPMENT (SEPTIC SYSTEMS INCLUDED) WITH ALL SETBACKS AND THE LOCATION OF THE HIGH-WATER MARK.
- TWO SETS OF CONSTRUCTION DRAWINGS INCLUDING:
 - FOUNDATION PLAN
 - FLOOR PLAN - INDICATING USE OF ALL ROOMS AND SPACES INCLUDING BASEMENTS
 - STRUCTURAL PLANS INCLUDING: LAYOUTS & DESIGN SPECIFICATIONS PROVIDED FOR ENGINEERED ELEMENTS SUCH AS ROOF TRUSS & FLOOR TRUSS SYSTEMS, TGI JOISTS & LAMINATED BEAMS.
 - CROSS SECTIONS AND DETAILS AS REQUIRED.
 - BUILDING ELEVATIONS - HEIGHT DIMENSIONED.
 - ELECTRICAL
 - PLUMBING: THE NUMBER AND LOCATION OF ALL FIXTURES MUST BE SHOWN ON THE FLOOR PLANS. (Size DWV piping, show point of disposal, ex. gravity to septic tank or sewage ejector tank in building)
 - HEATING, VENTILATION, AIR CONDITIONING (Heat Loss Calculation/ Duct Design Layout & Sizing/ Indicate type & location of all fuel burning appliances including fireplaces)

PLANNING ACT APPROVALS (IF APPLICABLE)

ZONING AMENDMENT # _____ (OR) MINOR VARIANCE # _____

APPEAL PERIOD OVER AND CONDITIONS FULFILLED, IF APPLICABLE: YES / NO

SITE PLAN APPROVAL # _____