



## Building Permit Application Checklist

### (D) Residential – New Door and Window Openings

Permit #: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

#### Application May Not Be Processed Until All Outstanding Information Is Submitted

##### \*\*\*\*\* Note to Applicants \*\*\*\*\*

Failure to submit outstanding information will result in a delay in the processing of this application.

This form summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. For more detailed information, please contact the agency directly.

Permit applications may be rejected where they are incomplete or of insufficient quality.

##### \*\*\*\*\* Office use only \*\*\*\*\*

A check “√” in the REQ'D column signifies that the document/approval is required and must be submitted by the applicant for review prior to permit issuance. An “X” in the REQ'D column signifies that the document/approval is deemed not required.

A corresponding check “√” in the REC'D column signifies that that required document/approval was submitted for review at the time of application. A corresponding circle “X” in the REC'D column signifies that that required document/approval was not submitted at the time of application and is an outstanding requirement prior to issuance.

\*\*\*\* Office Use \*\*\*\*

Documentary Requirements	REQ'D	REC'D
Application for a Permit to Construct or Demolish		
Schedule 1 on Designer Information (Architectural/Structural – if applicable)		
<b>Architectural/Structural:</b> ** with the qualified designer's name, BCIN#, signature, and a statement that the qualified designer has reviewed and taken responsibility for the design activities		
Site Plan ** - limiting distances /setbacks to property lines dimensioned, size and location of proposed door and/or window indicated		
Elevation (if applicable) ** - material of wall face where new door and/or window being proposed with size and location indicated		
Engineered Truss Drawing And Layout (if applicable) **		
Wall Section And Details (if structural windows are proposed, additional documentation may be required)		
<b>Other Approval Required:</b>		
Toronto and Region Conservation Authority (if applicable)		
Niagara Escarpment Commission (if applicable)		
Oak Ridges Morine through Site Plan Control (if applicable)		
Credit Valley Conservation (if applicable)		
Town of Caledon Heritage (if applicable)		
Source Water Protection Regulation (if applicable)		
<b>Additional Documentation Identified to be Required at time of Application:</b>		
1. _____		
2. _____		
3. _____		