



Building Permit Application Checklist

(N) Residential & Commercial –

Geothermal Heating & Cooling System (Earth Energy Systems)

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. Additional documents may be required during the processing of this application.

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 - Designer Information (HVAC house or Building Services plus Certification in Geothermal Design)		
General Review and Commitment Certificate – signed by all professionals and owner of the development		
Mechanical Drawings		
SITE PLAN <ul style="list-style-type: none"> - Provide the location for the proposed Geothermal field loop installation. Indicate Field loop type (Horizontal trench or Vertical bore hole). Provide dimensions from the property lines, Structures, Septic systems Wells and including Trench lengths or Borehole depths. 		
REPORT <ul style="list-style-type: none"> - Complete Geothermal system calculation report using an approved software or signed & stamped declaration stating output capacity from accredited designer/P.Eng. Include designer information and Certification/Registration # with accredited organization (i.e. HRAI, IGSHPA, Ontario Geothermal Association, PEO). 		
DRAWINGS <ul style="list-style-type: none"> - Schematic design of Geothermal system connected to the Building HVAC equipment. Provide all necessary information including back-up heat source, supplemental heating as necessary, equipment specifications, components of the system (pipe sizes, material type etc.) to facilitate installation work. 		
CALCULATIONS <ul style="list-style-type: none"> - Heat Loss/Gain Calculations (verify existing or provide new calculations) 		



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Other Approval Required**:		
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)		
Additional Documentation Identified to be Required at time of Application:		
1. _____		
2. _____		
3. _____		