

## DOCUMENTS & DRAWINGS REQUIRED FOR PERMIT APPLICATIONS

ROW	CLASS OF PERMIT	DOCUMENTS AND DRAWINGS REQUIRED
1(a)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>- <b>New Buildings</b></li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>- Detached Houses</li> <li>- Semi-detached Houses</li> <li>- Duplex/Triplex/Fourplex</li> <li>- Townhouse Blocks</li> </ul>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. TARION “Declaration of Applicant for Building Permit”</li> <li>c. Residential Mechanical Ventilation Summary</li> <li>d. Energy Efficiency Design Summary</li> <li>e. Heat loss/heat gain/duct calculations</li> </ul> <p><b>Drawings (2 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>c. Architectural Drawings (including block plans/elevations for townhouse blocks)</li> <li>d. Structural Drawings</li> <li>e. Plumbing, Electrical and Mechanical</li> <li>f. Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks)</li> <li>g. HVAC Drawings</li> </ul>
1(b)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>- <b>Additions/Alterations</b></li> <li>- <b>Accessory Buildings</b></li> </ul> <p><b>Residential as in Row 1(a)</b></p>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. TARION “Declaration of Applicant for Building Permit”</li> <li>c. Residential Mechanical Ventilation Summary</li> <li>d. Energy Efficiency Design Summary</li> <li>e. Heat loss/heat gain/duct calculations</li> </ul> <p><b>Drawings (2 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. Plumbing, Electrical and Mechanical</li> <li>f. HVAC Drawings</li> </ul>
2(a)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>- <b>New Buildings</b></li> <li>- <b>Additions</b></li> </ul> <p><b>Non-residential buildings</b>  <b>Residential apartment buildings</b>  <b>Mixed use buildings</b>  <b>Other residential buildings not described in Row 1(a)</b></p>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> <li>c. Subsurface investigation report</li> <li>d. Heat loss/heat gain/duct calculations</li> <li>e. Plumbing Data Form</li> <li>f. Energy Efficiency Certification Form</li> </ul> <p><b>Drawings (3 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Servicing / Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> </ul>

2(b)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>- Alterations</li> <li>- Tenant Improvements</li> </ul> <p><b>Non-residential buildings and other residential buildings not described in Row 1(a)</b></p>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> <li>c. Heat loss/heat gain/duct calculations</li> <li>d. Plumbing Data Form</li> </ul> <p><b>Drawings (3 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> </ul>
3	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>- Tents/Air Supported Structures</li> <li>- Mechanical Only Permits</li> <li>- Plumbing Only Permits</li> <li>- Designated Structures</li> <li>- Other than Rows 1, 2, 4</li> </ul>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building code and other applicable law</li> </ul> <p><b>Drawings (2 copies)</b></p> <ul style="list-style-type: none"> <li>a. Drawings from Rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building code and other applicable law.</li> </ul>
4	<p><b>Permit for Change of Use</b></p>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> </ul> <p><b>Drawings (2 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. HVAC Drawings</li> </ul>
5	<p><b>Permit to Demolish</b></p>	<p><b>Documents (1 copy)</b></p> <ul style="list-style-type: none"> <li>a. Applicable Law Checklist</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> </ul> <p><b>Drawings (2 copies)</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> </ul>

**Notes:**

1. Documents described are available from the Chief Building Official or the town's website at [www.hawkesbury.ca](http://www.hawkesbury.ca).
2. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of work, applicable law or Building Code requirements does not necessitate its submission.