



## PERMIT APPLICATIONS - INFORMATION REQUIRED

### NEW HOUSE APPLICATIONS (including duplexes)

- Development Permit
- 2 sets of Building Plans
- Site plan/Survey Certificate – showing house, decks, attached garage, setbacks and lot dimensions.
- Proof of Ownership
- Proof of DCC (Development Cost Charges)
- Drainage Plans (excluding Country Residential)

### MOBILE HOME PLACEMENT

- Site plan/Survey Certificate – showing mobile home, decks & additions.
- Proof of ownership / Authorization from Owner of Land (for Mobile Home Parks)
- Make, Model, Serial Number, Year, CAN/CSA-Z240, Size

### WOOD STOVE and FIREPLACE

- Make and model of woodstove/location of placement
- Make of chimney and flue size, factory built or masonry
- Note: woodstove Needs EPA approval & CSA or ULC or Warnock Hersey

### OIL FURNACE and OIL SPACE HEATER

- Make and model of unit/location of placement
- # of BTU's (needed for furnaces only)
- Location and size of oil tank (if tank is new)

### PELLET STOVES

- Make and model /location of placement
- Vented thru wall or Chimney

### SHED & ACCESSORY BUILDINGS

- Site plan, showing location of accessory building & main building
- Construction Drawing

### DECKS

- Construction Drawing
- Site Plan – showing house, decks, attached garage, additions, etc.

### INSTALLATION OF FIRE ALARM SYSTEM

- 2 sets of plans

**Building Permits** - \$75.00 base permit fee, plus .66% of total construction dollar value (including labour costs) **Heating Appliances** (oil furnaces, woodstoves, oil tanks) - \$75.00;  
**Plumbing Permits** - \$75.00 plus \$5.50 per new fixture.

For more info., contact Planning and Development Services, Building Inspections, at 668-8340.