

### Building Permit Required Documents:

1. **Agent Authorization** required for the following:
  - if applying on behalf of a registered owner, or
  - if you are a new property owner provide a copy of the transfer deed; or
  - if the registered owner is a company or corporation, provide an article of corporation showing who has signing authority.
2. **Site plan** to scale including the following information:
  - Location of all structures on the property (distinguish between existing and proposed) **\*\*includes\*\*** docks, boathouses, detached garage, wooden walkways, sheds, septic and well.
  - Setback distances from property lines, lakes, septic systems, wells, and other buildings
  - Septic location – both the tank and the bed
  - Driveway entrance
  - Hydro lines, above or buried – indicate the location and distance from the buildings and whether they are primary or secondary line.
  - North arrow
3. **Schedule 1 – Designer Information Sheet** for each qualified individual who reviews and takes responsibility for the design.
  - **Residential uses:** House; Plumbing; HVAC and On-site Sewage
  - **Non-Residential uses:** Small Buildings; Large Buildings; Plumbing All Services; Building Structural; Detection Lighting and Power; and On-site Sewage
4. **Building Plans** – 1 set of fully dimensioned construction drawings to scale
  - Foundation plan and details
  - Floor plans for each floor level (existing and proposed for an addition or replacement)
  - Elevations (view of each side, height of structure – midpoint between eave & ridge to finished grade)
  - Roof framing details
  - Cross Section showing all levels.
  - Basement plans (whether finished or unfinished)
  - Connection details
  - General notes
5. **Engineered systems** (if applicable)
  - Floor system
  - Roof trusses (layout and spec sheet)
  - Railings and Guards other than SB-7
  - Beams – spec sheet
  - ICF with all applicable specs
6. **Mechanical systems**
  - Heat loss calculation sheet
  - Mechanical ventilation design sheet
  - Duct design (calculations) and layout
  - Electrical layout
  - In floor heat design (if applicable)
  - Energy Efficiency Summary form (if applicable)