

Permit Application Checklist – NEW HOUSE

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

A complete set of plans are required to be submitted, and shall include the following:

- **Site Plan** with the following information:
 - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **Complete House Plans include:**
 - Floor plans including exterior and Interior wall locations / room sizes and overall dimensions / room use
 - Stair locations and dimensions (cross sections)
 - Window and door sizes, locations, and type (U-value)
 - HVAC unit/system location
 - Smoke alarm / CO alarm locations and interconnection
 - Foundation details including type (i.e. concrete, ICF, PWF, etc) and all structural components and details
 - Roof detail (engineer truss design and layout, roof rafters)
 - Floor detail (joist type, size, spacing and layout, beam sizes and posts, etc)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **Addition Required Documentation:**
 - Energy Efficiency Compliance Form – this will require assistance from the house design professional
 - Ventilation System Design Form – your HVAC contractor will need to fill this out

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow garage footing foundation supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial “Tall Wall” systems (i.e. studs full height of 2-storeys, rake-head wall designs, etc.)

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Framing; typically house is at “lock-up” stage (shingles, doors & windows installed) with electrical and mechanical rough-ins complete, or nearing completion.
- Insulation / Poly; the pre-drywall inspection is not mandatory in all jurisdictions – see inspection schedule on your plan exam report once issued, or contact the municipality.
- Final / Occupancy; house is ready for occupancy with all health and life-safety systems operating.

Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours notice.