

## Permit Application Checklist – ADDITION TO DWELLING

**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:

2 complete sets of plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **Site Plan** with the following information:
  - Show size and location of existing house and propose addition
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- **Floor Plans** with the following information:
  - Relevant existing exterior and Interior wall locations / room sizes and overall dimensions / room use
  - Addition exterior and Interior wall locations / room sizes and overall dimensions / room use
  - Stair locations and dimensions (cross sections)
  - Window sizes, locations, and type
  - Door sizes, locations and swing direction
  - HVAC unit/system location
- **Structural Drawings** with the following information:
  - Relevant existing foundation, floor, wall, and roof details
  - Addition foundation detail (type, size, layout and location)
  - Wall detail (interior and exterior)
  - Roof detail (engineer truss design and layout, roof rafters)
  - Floor detail (engineer joists design and layout, dimensional lumber)
  - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **Mechanical Ventilation Design Worksheet** filled out by the mechanical contractor, if scope of work includes substantial upgrades to the existing house envelope and / or ventilation system.

### When is an Engineer Required?

- Professionally designed sealed engineer drawings may be required for the following conditions:
  - Grade beam and pile foundation supporting living space
  - Shallow footing foundations 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)

### 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 the addition 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, however it is very beneficial and will be completed upon request and depending on schedule.
- Final; the addition 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.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824, or [call4inspection@gmail.com](mailto:call4inspection@gmail.com), to arrange for inspections; please provide at minimum 72 hours notice.