



## Permit Application Checklist – RENOVATION

**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 is required if making any changes to the building envelope (i.e. enlarging or adding windows or doors):
  - Show size and location of proposed house
  - 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
- **House Floor Plans** with the following information where relevant:
  - Existing and new 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
- **House Structural Drawings** are required if making any changes to the house structural components or building envelope. The following information is required where relevant:
  - 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 are required for the following conditions:
  - Structural changes that fall outside the scope of Part 9 of the NBC
  - Structural changes that cannot be determined if they are within the scope of Part 9 of the NBC
  - 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)

- 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, however it is very beneficial and will be completed upon request and depending on schedule.
- Final; 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.
- 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.