

Building a New Single Detached Dwelling Unit, Duplex or Semi Detached Dwelling Unit.

Required Documents:

1. **Application to Construct or Demolish Form** (See the how to fill out guide on the website)
2. **Completed Schedule 1** (completed by owner if designing own house, or by designer if they are preparing the plans. See the how to fill out guide on the website.)
3. **Grading Plan/ Site Plan** (slopes, site drainage, setbacks, driveway location, power supply location, decks, other buildings, property lines etc. Sample is located on our website)
4. **Energy Efficiency Design Summary** (Filled out by owner or by designer depending on who is doing the plans. This form is on our website.)
5. **Environmental Services Sign Off Sheet** (filled out by the owner and submitted to the Environmental Services Department for review and approval. This ensures services are available for your new house and this form is on our website)
6. **Drawings (2 sets)** (Foundation plan, Floor plan for each storey, Elevations , 2 cross sections)
7. **Plumbing Information Sheet** (Filled out by owner and plumber stating plumber information and amount of fixtures being installed)
8. **HVAC Design** (Require a Heat Loss & Gain Calculations and Duct Design Drawings from a qualified designer)
9. **Fees** (As calculated from the fees section on our website)
10. **Development Charges** (As required from the development charges section on our website)
11. **Letter of Authorization** (only required if someone else is applying for the permit on owners behalf. You can find this form on our website)
12. **3rd Party Approvals** (Occasionally you may need Health Unit approvals, Rideau Valley Conservation Authority Approvals or other similar items for your permit. This will be discussed upon consultation with the Chief Building Official (CBO) when you bring in your application. You are also encouraged to contact the CBO while in planning stages for pre-consultation.