

Building Permits Application Requirements - Residential

The following information is required when submitting an application for a residential building permit. The plan review will not begin until all of the information is provided.

Required Information

1. A set of residential layout drawings (floor plan) with the following information:
 - Exterior & interior wall locations
 - Window sizes & locations
 - Door sizes, locations & swing direction
 - Heating unit/system location
2. A set of residential structural drawings with the following information:
 - Foundation detail (type, size, layout & location)
 - Wall detail (interior & exterior)
 - Roof Detail (eng truss, roof rafters)
 - Floor Detail (eng joists, dimensional lumber)
 - Anchorage detail (RTM)
3. A copy of the Mechanical Ventilation Design Summary filled out by the mechanical contractor.
4. Include an Elevation Plan illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
5. A completed [Building Permit Application](#) Form. If different from the applicant, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Required On-site Inspections (inspection requirements may change depending on the project type & size)

- Plan review
- Foundation (prior to pouring concrete on engineered foundation or prior to backfill)
- Framing (prior to insulating & applying vapour barrier to the exterior walls)
- Insulation & Vapour Barrier (prior to covering walls & ceiling with wall/gypsum board)
- Final (prior to moving in or occupying the building)

The RM or Building Official reserves the right to require any additional information deemed necessary to ensure that the proposed construction meets municipal standards, National Building Code Standard and the Uniform Building and Accessibility Standards Act.

Supplementary Information

The following information may be required with your application, please review the supplementary information to ensure you have all the required documents.

Declarations: All applications for residential construction shall include the submission of a Declaration of Conformance With Ventilation Requirements Form completed by the plumbing and heating contractor chosen to complete the work.