



## Building Permit Application Checklist

Owner Name: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Zone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Work: \_\_\_\_\_

The following documentation is required for a building permit application to be deemed complete:

<input type="checkbox"/>	Building Permit Application form with all fields filled in (Note: This form is automatically generated within the Cloudpermit application and will not be required for an online submission.);
<input type="checkbox"/>	Applicable Law Checklist;
<input type="checkbox"/>	Letter of Authorization (if applicable);
<input type="checkbox"/>	Schedule 1: Designer Information form filled out by a qualified designer with a Building Code Identification Number (BCIN) (Property owners are exempt from needing a BCIN, but are to complete the Schedule 1: Designer Information form if they are also the designer);
<input type="checkbox"/>	Building Plans (Architectural Drawings) including elevations, foundation plans, floor plans, structural details, and cross sections with insulation design;
<input type="checkbox"/>	Site Plan accurately drawn in relation to a copy of a survey showing, with dimensions and distance to/from the proposed building: <ul style="list-style-type: none"> <li>• the proposed building location complete with setbacks to all property lines,</li> <li>• all other buildings / structures on the property,</li> <li>• existing or proposed easements and/or right- of-ways,</li> <li>• sewage system tank and bed,</li> <li>• well location,</li> <li>• hydro poles and lines, and</li> <li>• highwater mark of any waterbody and watercourse;</li> </ul>
<input type="checkbox"/>	Site Grading Plan containing all information required per Section 13. (2) (i.-xxii., inclusive) of Building By-law 3308-2024;
<input type="checkbox"/>	Engineered Truss Plans – layout and truss profiles, stamped and signed (if applicable);
<input type="checkbox"/>	Engineered Floor Joist plans / layouts, stamped and signed (if applicable);
<input type="checkbox"/>	Engineered Lumber specifications, stamped and signed (if applicable);
<input type="checkbox"/>	HVAC Design including heat loss calculations, duct design, and hydronic heating design (if applicable);
<input type="checkbox"/>	EEDS Documents submitted (Energy Efficiency Design Summary Prescriptive and Performance) (if applicable);
<input type="checkbox"/>	Plumber’s name and license information or Plumbing layout including: labelling drain and vent sizing and cleanout locations (if applicable);
<input type="checkbox"/>	Well Record (if applicable);



The Corporation of  
The Township of Brock  
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<input type="checkbox"/>	Commitment to General Review form (if applicable);
<input type="checkbox"/>	Backflow Survey (if applicable);
<input type="checkbox"/>	Minimum Distance Separation (MDS) form (if applicable);
<input type="checkbox"/>	Nutrients Management Strategy (NMS) form (if applicable);

Required Approvals from other departments or agencies, to be included for a building permit application to be deemed complete, if applicable:

<input type="checkbox"/>	Durham Region Health Department Permit;
<input type="checkbox"/>	Wellhead Protection construction approval;
<input type="checkbox"/>	Water / Sewer Connection Permit from Durham Region Works Department;
<input type="checkbox"/>	MTO Permit for construction within an MTO Controlled Area;
Entrance Permit:	
<input type="checkbox"/>	Township of Brock Entrance Permit
<input type="checkbox"/>	Region of Durham Entrance Permit
<input type="checkbox"/>	MTO Entrance Permit
Conservation Authority Permit:	
<input type="checkbox"/>	Lake Simcoe Region Conservation Authority (LSRCA) Permit
<input type="checkbox"/>	Kawartha Conservation Authority (KCA) Permit
Planning Approval:	
<input type="checkbox"/>	Minor Variance Application
<input type="checkbox"/>	Site Plan / Site Plan Amendment Application
<input type="checkbox"/>	Rezoning / Zoning By-law Amendment Application

Required Fees and Deposits to be paid for a building permit application to be deemed complete, if applicable:

<input type="checkbox"/>	Building Permit Fee;
<input type="checkbox"/>	Lot Grading Deposit (per Section 18. of Building By-law 3308-2024);
<input type="checkbox"/>	Well Deposit, if Well Record required and not received prior to permit issuance (per Section 22. of Building By-law 3308-2024);
Development Charges:	
<input type="checkbox"/>	Township of Brock Development Charges
<input type="checkbox"/>	Region of Durham Development Charges
<input type="checkbox"/>	Education Development Charges

NOTICE: Incomplete applications will not be reviewed until all required documents, fees, and deposits have been provided. Complete applications will be reviewed in the order that they are received.