



## **Township of Seguin**

### **Building Permit Application Checklist**

- Application** – all sections completed.
  - Schedule 1: Designer Information** – to be completed and signed by all designers in the areas they design, as per Subsection 3.2.4. and 3.2.5. of Division C of the Building Code (example: homeowners, heating and plumbing designers, structural and architectural designers, unless exempt).
  - NBMCA Septic System Work Permit** – Design calculations for the septic system (bedroom count, fixture units, floor area).
  - Cottage Declaration** – completed and signed by legal owner of the property. (Application for Cottage/Seasonal Dwelling only)
  - Energy Efficiency Design Summary (SB-12)** – completed and signed by qualified designer. (Application for Year-round/Four-Season Residential Dwellings only)
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Two Copies of Plans – Must be final drawings, noted for permit and/or construction. All changes to Plans must be submitted as revisions to be approved by the Township.

- Site Plan** – showing all lot lines with measurements, all existing and proposed structures, septic system location, hydro line locations (overhead or buried), easements, access routes, lot coverage ( for the entire lot & within the first 60m of the shoreline, where applicable), area of all existing and proposed structures and relevant setbacks from all noted items to property lines & adjacent structures/systems.
- Floor Plans** – must state size, spacing, spans and material being used. If Engineered, manufacturer specifications shall be provided. Showing all lighting switches, smoke and carbon monoxide detectors
- Foundation Plans** – indicating size, depth, projection above grade and clear spans between piers. If Engineered (ICF) must have manufacturers specifications and backfill height.
- Roof Plans** – size and spacing of all framing members clearly indicated. If using trusses, must provide truss specifications and layout design with design loads from the truss manufacturer. specs for Acc. Structures

☐ **Manufacturer's Specifications and Details** – for items such as wood stoves, fireplaces, Engineered wall systems, smart panels, Engineered wood products, etc.

☐ **Sections & Details** – insulation (thermal resistance), ventilation, lintel sizing, joist and beam sizing, floor, wall & roof assembly notations, floor-to-ceiling heights, etc.

☐ **Building Elevations** – Height of proposed structure from average grade to mid-span of main roof, flashings, chimney type/height above roof.

☐ **Heating/Cooling Design** – duct design, heat loss/gain calculations, Residential Mechanical Ventilation Design Summary. (layout for in-floor heating)

☐ **Other Documentation and Approvals** – showing compliance to all other applicable laws. (MNRF – 1.5 storey boathouse or over 15 square metres of crib work, Minor Variance, Consent, Rezoning, Shore Road Allowance owned, Agreements i.e. Licence Agreement)

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