



## DISTRICT OF PARRY SOUND

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OFFICE OF THE CLERK-TREASURER

**Paul Schaefer, C.B.C.O**

**Office Hours: Monday: 9:00 a.m. - 12:00 noon**

**Thursday: 1:00 p.m. - 4:30 p.m.**

### CHECKLIST FOR ALL BUILDING APPLICATIONS

The following items are required to be submitted as a complete application. If all the appropriate information is not provided, the application will be returned as incomplete.

1. The completed Ontario Application Form and all applicable schedules
2. Two (2) sets of all drawings and plans. **All drawings** must be legible and to **scale**.
3. Return this **Checklist** with the appropriate boxes checked next to the drawings etc. you have submitted.
4. For a **Change of Use, plumbing or other** permit not listed below, contact the Building Department.

#### New Building, Addition and Renovation:

Also include items from above  1  2  3

It may be possible to combine certain drawings with others, as long as all the necessary design information is provided (e.g. Plumbing, mechanical and electrical services).

- Site Plan     Building Elevations     Floor Plan     Foundation Plan
- Framing Plan                       Electrical Services Plan     Sections & Details Plan
- Roof Plan     Plumbing Plan     Heating Ventilation Air-Conditioning Plan

#### Deck Attached or Unattached to a Structure:

Also include items from above:  1  2  3

- Site Plan: Detailed legible plan showing all existing and proposed buildings, their square footage, location to lot lines, septic system, water and shore road allowance or crown reserve.
- Foundation, Piers, Floor & Section Plans: **Drawings** that show size and spacing of piers or foundation, beams, joists, decking and railing details.

#### Sewage System:

**Approval is required from North Bay Mattawa Conservation Authority for waste disposal systems for a new house, cottage, sleeping cabin, addition or change of use prior to the issuance of a building permit. Proof of this approval by North Bay Mattawa Conservation Authority is required before a building permit is issued. Please contact North Bay Mattawa Conservation Authority at 1-705-474-5420 for more information.**

Applications for septic systems are available in the Armour Township Office.