

Documentation Required When Applying for a Building Permit

All Building Permit applications require the following three mandatory documents:

I. Application to Construct or Demolish Form

II. Schedule 1

(for Residential - Below Grade Entrance, provide “Commitment to General Review in lieu of Schedule 1”)

III. Architectural

(for Residential - Below Grade Entrance, provide “Structural documents in lieu of Architectural”)

New Dwellings (Single, Semi, Duplex, Link and Townhouse)

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- CLOCA Permit (if applicable)
- Region of Durham Health Department (Septic System) (if applicable)
- Grading, Servicing and Drainage Permit Engineering (GSDP) from Development Engineering Division (if applicable)

Required Drawings

- **Grading Plan** – Clearly indicating all property lines, existing structures, proposed structures with overall dimensions, and include setback dimensions.
- **Architectural** – Drawings shall be drawn to scale including floor plans, foundation plans, cross sections, elevations, guard details, construction notes, site plan and any other details necessary for the permit. Block Plans will be required to be submitted for Townhouses only. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)
- **Energy Efficiency Design Summary Form** – This form is required for buildings of residential occupancy within the scope of Part 9 of the Ontario Building Code and is intended for occupancy on a continuous basis during the winter months.
- **Engineered Floor/Roof** – A copy of the roof and/or floor trusses layout is required. Roof trusses shop drawings are to be sealed and signed by a Professional Engineer. Shop drawings for laminated beams may also be required.
- **HVAC** – Mechanical plans, including heat loss calculations, a ventilation summary sheet and floor plans showing all boot locations, ducts, trunk locations and sizes, plenum and furnace location.

*Please note: The designers may be required to be registered and/or qualified. For information, visit the Ministry of Municipal Affairs and Housing website. This includes architectural and engineering firms or drafting firms that provide design services

Additions (Single, Semi, Duplex, Link and Townhouse)

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- CLOCA Permit (if applicable)
- Region of Durham Health Department (Septic System) (if applicable)
- Grading, Servicing and Drainage Permit Engineering (GSDP) from Development Engineering Division (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures, proposed structures with overall dimensions, and include setback dimensions. If a GSDP is required a siting and grading plan may be required by Development Engineering Division.
- **Architectural** – Drawings shall be drawn to scale including floor plans, foundation plans, cross sections, elevations, guard details, construction notes, site plan and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)
- **Energy Efficiency Design Summary Form (if applicable)** – This form is required for buildings of residential occupancy within the scope of Part 9 of the Ontario Building Code and is intended for occupancy on a continuous basis during the winter months.
- **Engineered Floor/Roof (if applicable)** – A copy of the roof and/or floor trusses layout is required. Roof trusses shop drawings are to be sealed and signed by a Professional Engineer. Shop drawings for laminated beams may also be required.
- **HVAC (if applicable)** – Mechanical plans, including heat loss calculations, a ventilation summary sheet and floor plans showing all boot locations, ducts, trunk locations and sizes, plenum and furnace location.

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Additional Dwelling Unit (ADU) - Principal Residence

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- Commitment to General Review Form (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures, location and dimensions of parking spaces.
- **Architectural** – Drawings shall be drawn to scale including floor plans, cross sections, elevations, construction notes and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)
- **Structural (Basement Walk-Out) (if applicable)** – Drawings of the basement walk-out are required to be designed, sealed and signed by a Professional Engineer. Drawings shall be drawn to scale including plans, elevations, cross sections, guard details and construction notes.

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Additional Dwelling Unit (ADU) - Detached

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- CLOCA Permit (if applicable)
- Grading, Servicing and Drainage Permit Engineering (GSDP) from Development Engineering Division (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures, include setback dimensions and location and dimensions of parking spaces. If a GSDP is required a siting and grading plan may be required by Development Engineering Division.
- **Architectural** – Drawings shall be drawn to scale including floor plans, foundation plans, cross sections, elevations, guard details, construction notes, site plan and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)
- **Energy Efficiency Design Summary Form (if applicable)** – This form is required for buildings of residential occupancy within the scope of Part 9 of the Ontario Building Code and is intended for occupancy on a continuous basis during the winter months.
- **Engineered Floor/Roof (if applicable)** – A copy of the roof and/or floor trusses layout is required. Roof trusses shop drawings are to be sealed and signed by a Professional Engineer. Shop drawings for laminated beams may also be required.
- **HVAC** – Mechanical plans, including heat loss calculations, a ventilation summary sheet and floor plans showing all boot locations, ducts, trunk locations and sizes, plenum and furnace location.

*Please note: The designers may be required to be registered and/or qualified. For information, visit the Ministry of Municipal Affairs and Housing website. This includes architectural and engineering firms or drafting firms that provide design services.

Pre-Approved Detached Additional Dwelling Unit (ADU)

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- CLOCA Permit (if applicable)
- Region of Durham Health Department (Septic System) (if applicable)
- Grading, Servicing and Drainage Permit Engineering (GSDP) from Development Engineering Division (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures, proposed structures with overall dimensions, and include setback dimensions. If a GSDP is required a siting and grading plan may be required by Development Engineering Division.
- **Architectural** – Please state on your permit application the model of the ADU. Footing and foundation drawings will be required to be submitted if the model package does not include the design.

*Please note: The footing and foundation designer may be required to be registered and/or qualified. For information, visit the Ministry of Municipal Affairs and Housing website. This includes architectural and engineering firms or drafting firms that provide design services.

Residential - Accessory Structures

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)
- CLOCA Permit (if applicable)
- Region of Durham Health Department (Septic System) (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures, include setback dimensions.
- **Architectural** – Drawings shall be drawn to scale including floor plans, foundation plans, cross sections, elevations, guard details, construction notes, site plan and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)
- **Engineered Floor/Roof (if applicable)** – A copy of the roof and/or floor trusses layout is required. Roof trusses shop drawings are to be sealed and signed by a Professional Engineer. Shop drawings for laminated beams may also be required.

*Please note: The designers may be required to be registered and/or qualified. For information, visit the Ministry of Municipal Affairs and Housing website. This includes architectural and engineering firms or drafting firms that provide design services.

Residential – Interior Alterations

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)

Required Drawings

- **Architectural** – Drawings shall be drawn to scale including floor plans, cross sections and construction notes and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9)

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Residential - Below Grade Entrance

Required Forms/Approvals

- Application to Construct or Demolish Form
- Letter of Authorization (if applicable)
- Commitment to General Review Form

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures including setback dimensions.
- **Structural (Basement Walk-Out)** – Drawings of the basement walk-out are required to be designed, sealed and signed by a Professional Engineer. Drawings shall be drawn to scale including plans, elevations, cross sections, guard details and construction notes.

Residential Deck

Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)
- Letter of Authorization (if applicable)

Required Drawings

- **Site Plan** – Clearly indicating all property lines, existing structures including setback dimensions.
- **Architectural** – Drawings shall be drawn to scale including framing plan, cross section, foundation plan, guard details and construction notes and any other details necessary for the permit. (Additional information might be required such as a Professional Engineer for a building component outside the scope of the Ontario Building Code Part 9 ie: helical pile foundation)

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Please contact the Building Services Division by email at building@whitby.ca for any inquiries or concerns.

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