

## **Documentation Required When Applying for a Builder Subdivision House (BSH) Building Permit**

All building permit applications require the following four mandatory documents:

- I. Application to Construct or Demolish Form**
- II. Schedule 1**
- III. EEDS Form**
- IV. Grading Plan**

## Builder Subdivision House (BSH) with a Pre-Approved Model (PAM)

### Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)

### Required Drawings

- **Grading Plan** – Clearly indicate all property lines, proposed structure with overall dimensions including setbacks. All gradings plans are required to be signed by Architectural Control, Planning and Engineering.
- **Energy Efficiency Design Summary Form** – Provide the form that is applicable to the approved PAM.

## Builder Subdivision House (BSH) without a Pre-Approved Model (PAM)

### Required Forms/Approvals

- Application to Construct or Demolish Form
- Schedule 1: Designer Information Form(s)

### Required Drawings

- **Grading Plan** – Clearly indicate all property lines, proposed structure with overall dimensions including setbacks. All gradings plans are required to be signed by Architectural Control, Planning and Engineering.
- **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 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.

### Disclaimer Notice

The Town of Whitby assumes no responsibility for any errors and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained in this document. The Town of Whitby does not make any representations or warranty, express or implied, concerning the accuracy, quality, likely results or reliability of the use of the information contained in this document.