



BUILDING PERMIT CHECK LIST

- Completed Building Permit Application
- Schedule 1 Designer Information form
- Completed owner's authorization form is required if the applicant is not the property owner
- Signed Setback Waiver form
- Completed Applicable Law Checklist
- Two sets of construction drawings: 1 full size 24" X 36" and 1 digital copy
- Residential Mechanical Heating/Ventilation Design (HVAC)
- Energy Efficiency Design Summary (EEDS)
- Application for plumbing and septic permit must be made to the County of Northumberland's Plumbing department. Submit your application at www.northumberland.ca/septicpermits.
- If the property does not already have an approved entrance, you will need to contact Public Works to apply for an Entrance Permit and 911 number. heather@cramahe.ca
- A Site Plan showing the following information:
 - All structures on the property shown and identified
 - Setbacks to all structures and proposed structures to be shown from lot lines
 - Setbacks must show dimension to the front, rear, and side yard setbacks
 - Dimensions of all structures
 - Location of Septic System (Tank & Bed)
 - Well Location
 - Distance from proposed structure to septic system and well

*****Other approvals that may be required*****

- ★ If your property is located near an Environmental Conservation zone, you will need to attach a copy of your Conservation Permit or Clearance Letter from the Lower Trent Conservation Authority. Phone 613-394-4829 or visit www.ltc.on.ca
- ★ New residential construction in the area of the housing of livestock is subject to a Minimum Distance Separation (MDS 1). New construction of livestock housing in an area of residential dwellings is subject to a Minimum Distance Separation (MDS 2).