



## Residential Building - Single Dwelling Units Checklist

REQUIRED FORMS, DRAWINGS AND SPECIFICATIONS

### BUILDING SERVICES DEPARTMENT

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**Definition:** Residential Occupancy means the occupancy or use of a (Group C) building or part thereof by persons for who sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

**Examples** include Single Dwelling Cottages and Houses only.

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An application to construct, renovate or add to a Single Dwelling Unit in the Township of Springwater **may include but is not limited to** the following forms, drawings, specifications, support documents, fees, deposits and charges (unless specifically waived by the Chief Building Official):

- ✓ **Always** required
- May be** required
  
- ✓ Application for a permit to construct or demolish
- ✓ Entrance application from the Township of Springwater **OR** Entrance *approval* from the County of Simcoe **OR** Entrance/Land use *approval* from the Ministry of Transportation
- Nottawasaga Valley Conservation Authority approval
- ✓ Proof of ownership **OR** Letter of Authorization from owner to agent
- ✓ Septic System Application including septic design
- ✓ Site Plan \*\*
- ✓ TARION Declaration of Application for Building Permit

#### **Drawings and Specifications:**

- Architectural Drawings including floor plans, cross sections; all elevations; conventional floor and roof framing plans
- Engineered elements including but not limited to:
  - Floor Joist layout for each floor
  - Roof Trusses (sealed plans) and Layout
- Heat Loss Calculations
- Lot Grading plan (engineered)
- Tree Preservation Plan

#### **Fees, Charges and Deposits:**

- Building Permit
- Development Charges:
  - County of Simcoe Charges
  - Education Charges – Public
  - Education Charges – Separate
  - Township Charges
- Township Area Charges
- Entrance fee
- Lot Grading Deposit (may be refundable)
- Lot Grading Approval Fee (Begins January 2007)
- Plumbing fee



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- Property Identification Number fee
- Lot Grading Deposit (may be refundable)
- Lot Grading Approval fee (Begins January 2007)
- Plumbing fee
- Property Identification Number fee
- Re-Inspection Deposit (may be refundable)
- Sewage System Connection fee
- Septic System Permit fee
- Water Connection fee
- Water meter fee

### \*\* Site Plan Checklist

Details on Site Plan may include but are not limited to the following information:

- ✓ Description of Property including:
  - ✓ Lot and Concession numbers **and/or** Lot and Plan numbers **and/or** Reference Plan and Part numbers
  - ✓ Lot dimensions and lot area
  - ✓ North Facing Arrow (eg N ↑ )
  - ✓ Street Name and Number
- ✓ Dimensions of all buildings, area of all buildings
- ✓ Distance between all buildings and structures
- ✓ Location of:
  - ✓ all buildings (including dimensions to each property line)
  - ✓ any natural or man made watercourses, lakes, ponds, pools, reservoirs, rivers, streams and springs
  - ✓ driveways
  - ✓ neighbouring septic systems
  - ✓ neighbouring water wells (including depth and type)
  - ✓ septic system (including all dimensions)
  - ✓ services (eg. water & sewer lines, telephone, gas, hydro lines etc.)
  - ✓ vegetation and trees
  - ✓ water well (including depth and type)