



Permit Application Checklist – ADDITION TO DWELLING

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

A complete set of plans are required to be submitted, and shall include the following:

- **Site Plan** with the following information:
 - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **Floor Plans** with the following information:
 - Relevant existing exterior and Interior wall locations / room sizes and overall dimensions / room use
 - Addition exterior and Interior wall locations / room sizes and overall dimensions / room use
 - Stair locations and dimensions (cross sections)
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location
- **Structural Drawings** with the following information:
 - Relevant existing foundation, floor, wall, and roof details
 - Addition foundation detail (type, size, layout and location)
 - Wall detail (interior and exterior)
 - Roof detail (engineer truss design and layout, roof rafters)
 - Floor detail (engineer joists design and layout, dimensional lumber)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings

When is an Engineer Required?

- Professionally designed sealed engineer drawings may be required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow footing foundations supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial “Tall Wall” systems (i.e. studs full height of 2-storeys)

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Framing; typically the addition is at “lock-up” stage (shingles, doors & windows installed) with electrical and mechanical rough-ins complete, or nearing completion.
- Insulation / Poly; the pre-drywall inspection is not mandatory, however it is very beneficial and will be completed upon request and depending on schedule.
- Final; the addition is ready for occupancy with all health and life-safety systems operating.

Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours’ notice.