

Residential Dwelling Units

Permit Application Submission Requirements

Information Required

When applying for a building permit you must provide certain basic information about the construction for the application to be complete and accepted by the Building Division. **If you do not have all of this information, your application is incomplete and cannot be processed. Please ensure that you have the following before applying for a building permit:**

- ☐ The municipal address and/or lot and plan number.
- ☐ The market value of construction.
- ☐ Payment of all applicable fees. Please refer to the Building Permit Fees schedule.
- ☐ Name, address and phone number(s) for the owner(s), all designers, and contractors (building, plumbing and heating).
- ☐ The building area (m²) of work (calculated by using the exterior dimensions of the dwelling with no deductions for hallways, stairs, service rooms etc.)

Drawings Required

Drawings must accompany the application to show clearly what is being built and where it is being built. A plan of survey will be required as a basis to have a detailed site plan prepared.

The site plan must show all existing buildings, the location of the new construction, setbacks from all lot lines, grading information, parking/driveway(s), streets and a north arrow. Building drawings must be drawn to scale and clearly show all floor levels, walls, use of rooms, windows, doors, dimensions, construction details, and must include a cross section and elevations.

The owner (person on title) is permitted to prepare the permit application drawings. Due to the complexity of the design, if the owner is not preparing the drawings, The Ministry of Municipal Affairs and Housing requires that they must be designed by a qualified designer with a minimum qualification of **BCIN House**. A form called Schedule 1: Designer Information **must be** completed as part of the application.

- ☐ One (1) complete signed permit application
- ☐ One (1) Schedule 1: Designer Sheet, complete with designer signature
- ☐ One (1) Schedule 1: Designer Sheet for HVAC, complete with designer signature
- ☐ One (1) Energy Efficiency Design Summary Sheet, complete with designer signature
- ☐ Two (2) complete sets of building drawings (one set is returned to you as your approved building set and must be available at all times on site during construction)
 - Foundation plan
 - Floor plan for each floor level (basement, main, second)
 - Elevations for all sides of the building
 - Cross sections
- ☐ Two (2) complete site, grading and drainage plans, prepared and sealed by a professional engineer, along with one copy of your existing plan of survey, in the case of a lot not within a subdivision
- ☐ Two (2) complete sets of HVAC design documentation
- ☐ Two (2) complete set of HVAC design drawings (duct design, equipment sizing, HRV design, duct and HRV floor plan layouts)
- ☐ Two (2) Residential Mechanical Ventilation Design Summary Sheet
- ☐ Two (2) Heat loss/gain calculations
- ☐ Two (2) copies of floor truss design, complete with layout(s), bearing P Eng seal
- ☐ Two (2) copies of roof truss drawings complete with layout, bearing P Eng seal
- ☐ Two (2) copies of any other design drawings prepared by a qualified designer or professional engineer (ie: engineered lintels, beams, footings, walls, or other structural framing)
- ☐ Applicable law (eg: Otonabee Region Conservation Authority)
- ☐ Sign-off or decisions related to the property under authority (eg: Committee of Adjustment Decision, Amendment to Zoning By-law, Peterborough Public Health)

When severing new building lots from existing lots, you must contact the City of Peterborough

Planning Services Division to discuss the process. The Planning Services Division will provide further direction on this process and explain any associated fees. They may be reached at 705-742-7777 ext 1880.

Whether the lot you are intending to build on is a newly severed lot or an existing building lot, some other applicable by-laws, resolutions or regulations may be required to be met before a building permit can be granted. These include, but are not limited to the following:

For In-fill Building Lots

Agency	Contact Information
Sewer	Public Works 705-745-1386
Water	Peterborough Utility Services 705-748-9300
Hydro	Peterborough Utility Services 705-748-9300
Development Charges (D.C.'s)	Refer to the City of Peterborough D.C. fee schedule
Driveway location and size	Refer to the City of Peterborough Zoning By-law

For Severing Building Lots

Agency	Contact Information
Sewer	Public Works 705-745-1386
Water	Peterborough Utility Services 705-748-9300
Hydro	Peterborough Utility Services 705-748-9300
Development Charges (D.C.'s)	Refer to the City of Peterborough D.C. fee schedule
Driveway location and size	Refer to the City of Peterborough Zoning By-law Public Works for curb cutting 705-745-1386

Other Agency Contacts

Agency	Contact Information
Otonabee Conservation Authority (O.R.C.A.)	www.otonabeeconservation.com 705-745-5791
Electrical Safety Authority (E.S.A.)	www.esasafe.com 1-877-372-7233
ON1CALL – Call Before You dig for Utility Locates	www.on1call.com 1-800-400-2255
Tarion New Home Owner Warranty	www.tarion.com 1-877-982-7466
Peterborough Public Health Unit	www.peterboroughpublichealth.ca 705-743-1000

Note: Please ensure that you have all the required information, application fee and plans so there are no delays in accepting or processing your application.

No Construction or demolition is to commence before a permit is issued.

<https://www.peterborough.ca/en/doing-business/building-services-and-permits.aspx>

Dean Findlay, CBCO, C. Tech
Chief Building Official - Manager, Building Services Division
Planning & Development Services Department
City of Peterborough
500 George Street North, Peterborough, ON K9H 3R9
Phone: 705-742-7777, ext. 1892
Fax: 705-742-5218