

APPLICATION FOR BUILDING PERMIT CHECKLIST

Required	Attached	
ف	ف	1) Septic approval from the Thunder Bay District Health Unit is required prior to building permit application where applicable.
ف	ف	2) Entrance Permit required from the Township of Gillies or M.T.O. where applicable.
ف	ف	3) Electrical Permit required from Electrical Safety Authority where applicable.
ف	ف	4) Approvals required from Lakehead Region Conservation Authority where applicable. Floodplain restrictions may apply. Reference maps are available at the Gillies Township Office.
ف	ف	5) Application form completely filled out, signed and appropriate fees paid. Building Code Act Section 8. (1.1) -The Building Permit Application is now a provincially prescribed form and is mandatory as of July 1, 2005. The form can be downloaded at www.obc.mah.gov.on.ca (publications). All fields that are applicable must be filled in before the application will be accepted.
ف	ف	6) a) Site plan (to scale) showing the location of all buildings (existing and proposed) and all services, including sewage system, water supply and electrical service on the lot in relation to property lines.
ف	ف	b) Adequate elevations drawings in order to demonstrate the grading and drainage.
ف	ف	7) Two complete sets of structural drawings including: ف Foundation details ف Wall framing details ف Cross-section ف Floor plan ف Roof plan ف Elevation Drawings ف Heating, Ventilation, Air Conditioning details ف Plumbing details ف Electrical details Must be legible and drawn to scale (if application is for an addition, drawings of the proposed addition in relation to the existing structure is required)

New Dwelling applications will not be accepted without all Items attached to the application form. Allow a minimum of 5 days for processing of the application for Building Permit. You will be notified by telephone once the permit has been issue.

Applicant is responsible to ensure compliance with all Applicable Laws and is responsible for requesting the required inspections with 48 hours notice.

Applicant's Signature _____	C.B.O. _____	dd/mm/yyyy Date: ___/___/___
Permit Fee _____ (payable upon submission of application) Class _____ Permit issued ١ on Date: _____		

REQUIRED INSPECTIONS

**Notice of the following stages of construction MUST be given to the Chief Building Official, within 2 business days.
 (807) 626-9561 Monday to Saturday 9 AM to 5 PM**

You can request a certain day and time and every effort will be made to accommodate, but can not be guaranteed.

***Any changes to the permit drawings must be approved prior to inspection**

Required	Inspection Details	Notification Date
ثفا	1) <u>Site Plan Inspection</u> – Upon issuance of the building permit, the inspector may request a pre-construction inspection.	_____
ثفا	2) <u>Footings Inspection</u> – When all forms are in place, before concrete is poured. Column footing forms must be in place, as well. If a drainage layer is employed, the inspection must be before the stone layer is placed.	_____
ثفا	3) <u>Backfill Inspection</u> – When drainage is complete and any damp-proofing or waterproofing is complete. Any required lateral support must be in place.	_____
ثفا	4) <u>Plumbing Rough-In Inspection (Below)</u> – All below slab plumbing when the required tests are on and prior to covering any pipe.	_____
ثفا	5) <u>Framing Inspection</u> – when all framing is complete and the building is ready to be insulated. Roof must be shingled and windows installed. If an exterior air barrier is to be employed, it should be installed and complete, as well. It is preferred that the plumbing rough-in is complete simultaneously.	_____
ثفا	6) <u>Plumbing Inspection (Above)</u> – Separate inspection required if plumbing was not complete at time of framing inspection.	_____
ثفا	7) <u>Building Services/Solid Fuel Fired Appliances Inspection</u> – When the ductwork for heating, air conditioning and ventilation is complete. When the rough-in of chimneys and appliances using solid fuel are substantially complete.	_____
ثفا	8) <u>Insulation Inspection</u> – Insulation and vapour barrier must be complete and not covered for inspection (Attic insulation may be omitted to allow for ceiling drywall to be installed after the inspection).	_____
ثفا	9) <u>Fire Protection & Fire Access Routes Inspection</u> – When the private roadway and/or yard has been constructed and signed. When fire separations and closures are complete. When All fire protection systems such as fire alarms, sprinklers, stand-pipe and emergency lighting must be complete. (if required)	_____
ثفا	10) <u>Occupancy Inspection</u> – All components and systems specific to Article 2.4.3.2. of the Ontario Building Code are complete and operational.	_____
ثفا	11) <u>Final Inspection</u> – When all construction authorized by the permit has been completed.	_____

**If any inspections were not conducted and cannot be inspected at the time of final, it will be noted in the inspection report and an occupancy or final permit may not be granted. If the property owner is strongly insistent on receiving a final or occupancy permit, then they must be willing to uncover all portions that are required to be inspected or have an engineer certify that the building meets code.