

## **BUILDING PERMIT REQUIREMENTS**

1. Completed Application and Applicable Law Checklist through Cloudpermit
2. Complete set of drawings
  - Includes all floor plans, cross sections, elevations, truss plans and component drawings and engineered floor plans.
  - Schedule 1: Designer Information sheet to accompany drawings
3. Complete set of HVAC design documents and drawings
  - Includes HRAI Standard W2 HVAC design summary form, heat loss calculations, and duct layout drawings
4. Site Plan
  - Proposed building on the lot showing all dimensions of the lot, existing buildings, entrance, distance from buildings to property lines. Properties on septic systems must show location of septic system and well. (Send copy to Clerk's Department for Municipal Addressing)
5. Health Unit Approval
  - Approval from the Durham Regional Health Unit for new buildings or any additional construction to lots with septic systems.  
Region of Durham Health Department  
181 Perry St – Second Floor  
905-985-4889
4. Water & Sewer Connection
  - Approval from the Region of Durham Works Department for water and sewer connection.  
Regional Municipality of Durham Headquarters  
605 Rossland Rd. E  
Whitby, ON L1N 0B2  
905-668-7711
5. Lot Grading Plan
  - Township may require that the plan be prepared by an Ontario Land Surveyor

6. Entrance Application
  - Must apply to proper authority for an entrance and/or culvert.
 

Township Road	Works Department	905-985-7346
Regional Road	Local Depot	905-985-7170
	Works Department	905-668-7711
Highways-MTO-	Local Depot	905-985-7467
  
7. Conservation Authority
 

If the property falls in an environmental protected area, contact the Conservation Authority.

Kawartha	1-800-668-5722
Simcoe	1-905-895-1281
Central	1-905-579-0411
  
8. Well Reports
  - To be obtained from the well driller indicating the quantity of water.
  
9. New Home Warranty Number or Declaration
  
10. Development Charges
  - Forms to be completed and sent to Region of Durham, Board of Education and Township of Scugog Clerk's Department (to inquire whether Development Charges apply)
  
11. Section 41 Site Plan Approval  
(see procedures guide)
  
12. Municipal Addressing – 911 Number
  - < Please contact the Planning Department for the assigned municipal address number and to purchase the reflective 911 sign.
  
13. Oak Ridges Moraine
  - An Oak Ridges Moraine Conformity Assessment Form will need to be completed for any new construction of a building or structure proposed in the Oak Ridges Moraine.
  - An application to expand an **existing dwelling** over 93 m<sup>2</sup> (1001 ft<sup>2</sup>) or an application to **construct or expand an accessory building** over 56 m<sup>2</sup> (603 ft<sup>2</sup>) may need to enter into a site plan agreement at a minimum cost of \$750.00