

Building check list

- Building permit application fully completed.
- Declaration of applicant for permit regarding the New Home Warranties Plan Act.
- Two copies of construction drawings of the building. Note: All design documentation must include the designer's BCIN # to be accepted.
- Two copies of the site plan. Distances to adjacent land uses may be required. The Minimum Distance Separation Formulae (MDS) is applicable between livestock operations and other development.
- Energy Efficiency Design Summary fully completed.
- Form for Residential Mechanical Ventilation Design Detail fully completed.
- One copy of the septic system report. You can contact South Nation Conservation Tel. 1-877-984-2948 or 1-613-984-2948.
- One copy of the entrance permit for County Road contact Prescott & Russell Road Department Tel. 1-613-675-4661 or 1-800-667-6307 Ext. 3100, 3101, 3102. For Municipal Road contact the Township Road Superintendent Tel. 1- 613-674-2143 or 613-674-2170 ext. 1003.
- Payment of applicable Building Permit Fees, Performance Deposit and Educational Development Charges will apply for new dwellings.
- NOTE: Due to the location of some properties it may be necessary for the applicant to have the flood plain contour located by an Ontario Land Surveyor and provide a soils report by an engineer to determine foundation requirements.
- All electrical wiring must be inspected by the Electrical Safety Authority. Separate inspection applications (permits) must be filed. 1-877-372-7233 www.esasafe.com

If you require further assistance, please contact the Chief Building Official 613-674-2170 ext. 1005 or by email at jhoffman@easthawkesbury.ca .