



This is NOT a Permit

ADDITION to Single Family Dwelling Permit Application Form

LOCATION OF WORK:	Street No.	Street Name	Unit No.
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APPLICANT INFORMATION:

HOMEOWNER INFORMATION	▶	Homeowner's Name (print)	Address (if different from above)
	▶	Email Address	Daytime Phone No.
CONTRACTOR INFORMATION	▶	Company Name (print)	Contact Person
	▶	Mailing Address	Daytime Phone No.
	▶	Email Address	Fax No.

GENERAL INFORMATION:

TYPE OF APPLICATION	<input type="checkbox"/> Standard House Addition Plan <input type="checkbox"/> Engineered House Addition Plan	<input type="checkbox"/> Imperial <input type="checkbox"/> Metric
Finished Floor Area Main Floor:	Finished Floor Area Second Floor:	
Garage Area:	Location of Construction: <input type="checkbox"/> front yard <input type="checkbox"/> side yard <input type="checkbox"/> rear yard	
Value of Construction:	Construction Start Date:	

DESCRIPTION OF WORK:

Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Storeys: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> three
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STANDARD DOCUMENTATION REQUIREMENTS:

Plans Required	submitted
<input type="checkbox"/> 2 copies of site plan @ 8 1/2" x 11 or 8 1/2" x 14"	
<input type="checkbox"/> 2 sets of construction drawings (foundation, cross section, elevations, architectural)	
Site Plan	
<input type="checkbox"/> Street names and lot dimensions (identified on your Surveyors Building Location Certificate)	
<input type="checkbox"/> Dimensions from building to property line (building to building if applicable)	
<input type="checkbox"/> Projections (eaves, wingwalls, steps, landings, decks)	
<input type="checkbox"/> Location of accessory structures (garden sheds, detached garages, etc.)	
<input type="checkbox"/> Location of downspouts	
<input type="checkbox"/> Construction access other than lane (materials carried by hand or list equipment being used)	
Site Plan	
<input type="checkbox"/> Building elevation (indicated on drawings)	
<input type="checkbox"/> Floor plan with framing, dimensions and room designation (screened, 3 season or 4 season)	
<input type="checkbox"/> Foundation plan (fully dimensioned)	
<input type="checkbox"/> Cross section plan with construction details	

Please submit this completed form including all detailed plans to the Zoning & Permits Branch, Unit 31-30 Fort Street or Fax to 204-986-6347. For Fax submissions, in addition to plans, all questions and boxes must be completed.