



# County of Prince Edward - PERMIT APPLICATIONS CHECKLIST

## **Required Documentation - Residential**

### **1. New Homes**

- Septic Permit and Well Record; ***or***
- Water/Sewer Connection Permit
- Entrance Permit

### **2. New Homes and Additions**

- Designer Information and Building Code Identification Number (BCIN)
- Two Complete Sets of Building Plans with the following Information:
  1. Basement, foundation and framing plan;
  2. Ground floor plan;
  3. Second floor plan (where applicable);
  4. Wall sections;
  5. Elevations – front, rear, and sides;
  6. Heat loss, duct design, and plans (additions over 20 sq m);
  7. Roof plan.
- Site Plan showing:
  8. Dimensions of proposed building;
  9. Location of proposed building, well and septic system with dimensions from property lines, road, and existing buildings;
  10. Location of any **barns within 609 m (2,000 feet)**
  11. Other physical features such as escarpments, flood plains, and water courses;
  12. Wells and septic systems on adjacent properties.

### **3. Renovations**

- Framing and floor plans
- Wall Sections
- Plumbing Plans (where applicable)

## **Required Documentation – Small Building Other than Residential**

- Completed Application Form (name, date, signature, etc.)
- Designer Form Schedule 1
- Agent of Record Letter
- Quinte Conservation Approval
- Health Department Approval
- Engineered truss and floor design
- MDS – minimum distance separation for new farm buildings or additions to farm buildings
- Record of Site Condition – for projects that MIGHT have contaminants, if there is no Subdivision, Rezoning or Site Plan approval where such a waiver is handled at those earlier stages
- SG-7 guard details for new decks and guard replacement
- Site Plan

### **Plans (scaled drawings) include details of:**

- Elevation views
- Plan views per floor
- Cross-sectional detail to include foundation wall fill height, type of wall, thickness, footing size, floor size, perimeter drain size and location, and gravel bedding
- Joist sizes, types, spans, and spacing
- Beam size, spans, columns, and footings
- Full cross-sectional detail for cathedral ceilings or roofs to include joist size, depth of insulation, ventilation air space and access top and bottom, and purlins
- Bathroom ventilation, attic hatch size and locations, garage door closure, 6 inch drop from house to garage, and other miscellaneous details
- Truss design and truss layout plan
- Plumbing and electrical, including 3-way switch for basement stair when secondary entrance provided, or basement finished
- Fireplace rough-in clearances to combustibles
- Crawl space ventilation, heights, poly ground sheet and cover, insulation support, heating, and access
- Woodstove and fireplace construction details, including clearances to combustibles and type of chimneys

## **Required Documentation – Large Industrial, Commercial, Institutional (ICI)**

- Engineer/Architect Letter of Commitment and General Review [901-5-2]
- Conditional Permit Disclaimer [901-5-8]
- Fire Department copy [date-stamped and sent to Fire] [901-5-13]
- Record of Site Condition (MOE)
- Site Plan
- Sprinkler drawings including hydraulic calculations  
*Note adjacent occupants on drawing to determine if fire separations with/without fire resistance ratings are require*