



# Building Permit Application Checklist

## ADDITION

The applicant is responsible to ensure compliance with all Applicable Laws.  
All applicable forms are highlighted in **red** and can be found on [sebbs.ca](http://sebbs.ca),  
helpful links are **bolded and underlined**

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### Required Forms & Information:

- Building Permit Application Form (dated and signed)** including Schedule 1, Schedule 2
- Letter of Authorization from Owner** (required if the Applicant not the owner)
- Site Plan** must be dated and signed
- Two (2) sets of drawings including:**
  - floor plan
  - foundation plan
  - elevations
  - cross section
  - details regarding addition attachment to existing building

**Please note:** if the plans are not created by the owner then they must come from a BCIN certified designer, architect, or structural engineer

**Energy Efficiency Design Summary (EEDS)**

Permit Fee (more information can be found on [sebbs.ca/FAQ](http://sebbs.ca/FAQ))

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### Related Forms & Information:

Septic Approval from Sudbury District Health Unit (applicable if you require/ have a private septic system)

**Mechanical (HVAC) Design** required for all dwellings that are heated and cooled year round

Design

Heat loss / gain calculations

Ventilation design summary

**Commitment certificate from designer**

Ministry of Transportation building approval

**ICF Foundation installer information if using the product**

This checklist is meant as a guideline **ONLY**, to help residents compile the information required to apply for a building permit. Completion of this checklist **DOES NOT GUARANTEE** the approval of a building permit. Please be advised that upon acceptance, and during the permit review process, the applicant may be required to produce additional information to insure compliance with applicable federal, provincial and municipal regulations.

Once you have completed the necessary forms, press the **RED** Submit Button below.  
An email window will open and you can attach the completed forms.