



# Building Permit Application Checklist

## RENOVATION

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)

**Completed Building Permit Application Form FRENCH RIVER ONLY** (dated and signed)

**Letter of Authorization from Owner** (required if the Applicant not the owner)

**Site Plan** must be dated and signed

Two (2) sets of drawings showing existing and new and including:

- floor plan
- foundation plan
- elevations
- cross section

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

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

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### Related Forms & Information:

**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**

**Engineering Efficiency Design Summary (EEDS)**

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

**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