



# Building Permit Application Checklist

## COMMERCIAL

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)

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

**Site Plan** must be dated and signed

**Two (2) sets of drawings including:**

- floor plan
- foundation plan
- elevations
- cross section

**Please note:** Depending on the project the plans there are different requirements for who can design the project. Please ensure that your designer, engineer or architect is qualified to design the project.

**Commitment Certificate** from the architect or engineer.

**Permit Fee's** ([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**

**Energy Efficiency Design Summary (EEDS)**

**Driveway permit off of a Provincial Highway**

Driveway permit off of a Municipal Road (please call your local Municipality)

911 number and address assignment (Please call your local Municipality)

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

**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