



## Towns of North Kawartha

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# Building Permit Application Checklist

Before starting the application process, be sure that you have all the required documents. The following is a list of required documentation in order for a building permit application to be deemed complete:

- Letter of Authorization** if applicant is not the property owner;
- Building Plans** including elevations, foundation plans, floor plan for each storey, structural details, and cross sections with insulation design.  
**Note:** Based on local knowledge, the Township of North Kawartha uses the Town of Bancroft Climatic and Seismic Data from Supplementary Standard SB-1, Vol. 2 of the Building Code. The indicated 1/50 year ground Snow Load is Ss 3.1 kPa, Sr 0.4. kPa;
- Engineered Lumber** (LVL, LSL, I-joists, etc.) specification sheets and layouts, engineered truss shop drawings (if applicable);
- Energy Efficiency Design Summary** form (if applicable);
- HVAC Design** including heat loss calculations, duct design, and hydronic heating design (if applicable);
- Plumbing layout** including labelling drain and vent sizing and cleanout locations (if applicable). **Note:** Plumbing layout is not required for single-family dwellings;
- Site Plan** accurately drawn in relation to a copy of a survey showing the proposed building location complete with setbacks to all property lines, all other buildings on the property, right-of-ways, sewage system tank and bed, hydro lines, and high water mark of any waterbody and watercourse;
- Copy of **Crowe Valley Conservation Authority Permit** if the proposed construction would be located within the Crowe Valley Conservation Authority jurisdiction;
- Copy of new **Sewage System Permit** or **Review of Existing Sewage System** form (if applicable);
- Entrance Permit** approval if the property is currently vacant land or if a new driveway entrance is being proposed;
- Building Permit Fees** as per Schedule "A" of Building By-Law # 2022-0005; and
- Development Charges**, if applicable, as per the County of Peterborough Development Charges By-law # 2017-19, the Kawartha Pine Ridge District School Board Educational Development Charges By-law # BL-22-001, and the Peterborough Victoria Northumberland and Clarington Catholic District School Board 2022 Educational Development Charges By-law.

**NOTICE:** Incomplete applications will not be reviewed until all required documents have been provided.