

## Residential Permit Application Checklist

- Complete all applicable fields on the ministry prescribed Application for a Permit to Construct or Demolish, with required Schedules and permit fee. (Refer to fee schedule for further pricing info)
- Complete Applicable Law Checklist (to establish compliance with Applicable Law as listed in OBC Div. A 1.4.1.3.) and Town of Oakville Building Permit Application Additional Information Form.
- 3 copies of Grading Plans (for new subdivision homes only) – stamped by a Grading Engineer or Ontario Land Surveyor, indicating Site Servicing information
- 2 copies of Site Plan (stamped by Oakville Hydro for new subdivision homes only) – showing all buildings (garages, sheds, gazebos, porches, etc.) incl. Setbacks, easements, etc.
- 1 copy of zoning checklist or provide site statistics on Site Plan
- 2 copies of Architectural Drawings:  
Foundation plan, floor plan(s), roof plan  
Elevations, building cross-section(s) & details
- 2 copies of truss diagrams and calculations (if applicable) stamped by a PEng
- 2 copies of Structural Drawings stamped by a Professional Engineer if the design does not meet OBC Part 9 prescriptive requirements
- 2 copies of Mechanical Drawings and Calculations:  
Room by room heat loss/gain calculations  
Duct layouts, furnace specifications, heating input/output  
Airflow, external static pressure
- Site Plan Approval (if applicable) – contact the Planning Department for requirements
- Site Alteration Permit – contact the Development Engineering for requirements
- New Home Warranty Owner Declaration Form, if applicable or registration number
- In new subdivisions, clearance must be obtained from Parks and Open Space, Development Engineering, Fire Department, Oakville Hydro and the Region of Halton
- Halton Region Conservation Authority approval if in a regulated area
- Heritage Approval (if applicable) - contact Planning Services Department
- Commitment to General Review by Architect and Engineer
- Payment of Development Charges – contact the Finance Department for requirements
- Cash-in-lieu of Park Land Dedication –contact the Legal Department for requirements
- Other \_\_\_\_\_