

**CHECKLIST: DEVELOPMENT PERMIT APPLICATION**

**Residential additions, decks, garages, sheds, accessory structures, solar**

- Completed *Form A: Residential Development Permit Application*
- Building plans (where applicable):
  - Scale and dimensions of exterior walls and interior rooms
  - Floor plan of the proposed space to be developed
  - Building elevations (colour and finish) including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
  - Decks: structural cross-section including foundation (pile depths and dimensions, size and thickness of column pad footings, guardrails)
- Site plan:
  - Legal description and municipal address of subject property
  - Scale and north arrow
  - Adjacent roadways and lanes, location of lot access
  - Lot dimensions, lot area, and percentage of lot coverage and floor area ratio for all structures
  - Proposed structure(s) and existing structures on the property with dimensions of foundation and projections including decks
  - The proposed distances from the front, side, and rear property lines
  - Location of any registered utility right-of-ways or easements on the property
- Computer generated grading/drainage plan (required for additions and garages/ accessory buildings over 500 sq. ft.)
- Architectural controls signed off (where applicable)
- Building, Electrical, Gas, and Plumbing Permit applications (where applicable)
- Application fee (determined at time of application)
- Waiver request (where applicable – include a written explanation for the request)
- Additional supporting documentation (where applicable – solar panel and racking schematics)