



Residential Dwelling - Municipal Water & Private Septic Permit Guide

Building Permit Requirements

All application forms, drawings and related documents shall be submitted electronically in PDF format to build@thebluemountains.ca or by using our secure [ShareFile](#) system.

Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [EEDS-Performance](#) or [EEDS-Prescriptive](#) Energy Efficiency Design Summary Form
3. [Schedule 2](#) and [Schedule 3A to 3D](#) (If Installer is not known at time of submission, a second Schedule 2 will be required prior to inspection)
4. [Water Connection](#) form
5. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
6. [Entrance Permit Guide](#)

Required Drawings and Information (construction drawings to scale & fully dimensioned)

7. Construction Drawings designed by a qualified person (BCIN, P. Eng., Arch., C.E.T.)
8. Site Plan and/or Lot Grading Plan
 - Site-specific Grading Plan designed & stamped by Professional Engineer or Ontario Land Surveyor (Grading Plan required where the proposed lot is less than or equal to two acres).
 - Site and/or Grading Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
 - Final Grading Certificate required prior to completion of project
9. HVAC Design Including Heat Loss and Heat Gain Summary
10. Roof Truss Layout
11. Engineered Floor System Layout including any Engineered Beams (LVL, PSL, Paralam)

Fees and Charges

12. Building Permit Fee \$16.00/m² (\$1.49/ft²)
13. [Town Development Charges](#)
14. [County Development Charges](#)
15. Septic System Fee \$625.00
16. Water Connection Fee \$50.00
17. Civic Addressing Fee \$250.00
18. Wood Burning Fireplace \$100.00

[Approvals from other Agencies](#) are required in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete. [Applicable Law](#)

Next Steps

Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.