



The Corporation of the City of Owen Sound  
Community Services Department  
Building Division

## PERMIT APPLICATION INFORMATION

### Contact us at:

City Hall  
808 Second Avenue East  
OWEN SOUND, ON N4K 2H4  
(519) 376-4440, ext. 1275  
fax (519) 371-0511  
[building@owensound.ca](mailto:building@owensound.ca)  
[www.owensound.ca/building](http://www.owensound.ca/building)

### To Be Provided With The Application:

The Chief Building Official may specify that not all the plans noted below are required to accompany an application for a permit pursuant to this By-law.

Sufficient information to enable the Chief Building Official (CBO) to ascertain whether the proposed project meets the requirements of the Building Code Act, the Building Code, and other applicable laws:

1. Up-to-date survey of property, if required by the CBO.
2. Authorization from the Owner if the Owner has not signed the application, if required by the CBO.
3. Site plan drawn to scale showing property lines, easements, existing and proposed grades, existing and proposed drainage, existing buildings, proposed buildings, driveways and parking areas, trees and utility/service locations, elevation of all buildings (i.e., relative height of foundation), dimensions.
4. Floor plans, proposed and existing, where applicable, showing room dimensions and occupancies, exits, window locations, etc.
5. Framing, roof plans and details
6. Foundation plans showing footing details and depth and thickness of foundation walls
7. Sections and details showing typical wall construction, stairway layout, truss design, insulation, window and door specifications (i.e., ratings), chimney design, etc.
8. Building elevations showing the exterior appearance, height, profile, etc., of proposed buildings.
9. Electrical drawings showing the design for the electrical distribution system.
10. Plumbing drawings showing the design and layout for the water distribution system.
11. HVAC drawings (heating, ventilation, air conditioning) showing the system(s) for heating, cooling, and ventilating the building.
12. Any other fees and deposits payable to the City (i.e., development charges, service connections, deposit, and other, etc.).
13. Any other necessary applications (i.e., pursuant to the City's tree by-law, release form for demolition permit).
14. Any other specifications, drawings, plans or documents which the CBO may require to ascertain whether the proposed project will satisfy the requirements of the Building Code Act, the Building Code, and all applicable City by-laws (i.e., soils report, slope stability analysis, engineer's report for demolition, architect/engineer's declarations, site restoration plans, etc.).
15. Where required by Section 3.2.[C] of the Building Code, designers shall be qualified and/or registered, as the case may be, or provide details why they may be exempt.