

Building Permit Application Checklist



A building permit can be applied for in person or online on the [Trent Hills Website](#).

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Before you apply for a building permit:

- ☐ Check the zoning of the property by visiting trenthills.ca and fill in a [Development Inquiry Form](#) requesting the zoning of the property and permitted uses
- ☐ Does your project require your [local conservation authority](#) approval and/or a permit?
Contact them to be sure:
 - Lower Trent Conservation Authority at ltc.on.ca
 - Crowe Valley Conservation Authority at crowevalley.com
 - Otonabee Region Conservation at otonabeeconservation.com
- ☐ Is the entrance to the property registered and up to Municipal Standards? An [Entrance Permit Application](#) may be required

Building Permit Application Package must include:

- ☐ Complete the “[Application for a Permit to Construct or Demolish](#)” including Schedule 1 Designer information. Indicate who will be taking responsibility for the project (your designer, engineer, architect, BCIN holder).
If you plan to design your own home, as the property owner you can take responsibility simply by writing “Homeowner Exemption” on the blank space following “basis for exemption from registration and qualification” and sign/date “Designer Signature”.
- ☐ One set of building plans (minimum 11” x 17” in size).
- ☐ A site plan of your property. Use the [example](#) on the Trent Hills website
- ☐ If applicable, Tarion Warranty Corporation section filled out (Ontario New Home Warranty Program.)
- ☐ HVAC Documents submitted (HRAI Design and Ventilation Design Layouts). Heat loss and gain.
- ☐ [EEDS Documents](#) submitted (Energy Efficiency Design Summary Prescriptive and Performance).
- ☐ If you are not the property owner a [Letter of Authorization](#) from the property owner is required. If a recent purchase, include a Deed or tax bill for proof of property ownership.
- ☐ If the property is rural, a [Septic Permit Application](#) may be required to be submitted. If it is an urban property, a water/sewer application is required.
- ☐ ICF design details by qualified individual submitted.

Please note:

For Building permit fees please refer to [Schedule H of the current Fees and Charges By-law](#). [Development Charges](#) can be found on the Trent Hills website.

The above list is for quick reference only. For a detailed reference, please refer to the applicable by-laws found on the [Municipality of Trent Hills website](#).