



CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

TOWNSHIP OF PERRY
1695 EMSDALE RD
P.O. BOX 70
EMSDALE ON, POA 1J0
PHONE: 705-636-5941
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The following items are required to be submitted as a complete application. If all the appropriate information is not provided, the application will be returned as incomplete.

1. The completed Ontario Application Form and all applicable schedules
2. 2 sets of all submitted drawings and plans. All drawings must be legible and to scale.
3. Return this **Checklist** with the appropriate boxes checked next to the drawings etc. you have submitted.
4. For a **Change of Use, plumbing or other permit** not listed below, contact the Building Department.

New Building, Addition and Renovation: also include items from above: 1 2 3 4

It may be possible to combine certain drawings with others, as long as all the necessary design information is provided (e.g. Plumbing, mechanical & electrical services).

- Site Plan Building Elevations Floor Plan Foundation Plan
- Framing Plan Electrical Services Plan Sections & Details Plan
- Roof Plan Plumbing Plan Heating Ventilation Air-Conditioning Plan

Deck Attached or Unattached to a Structure: also include items from above 1 2 3 4

- Site Plan: Detailed legible plan showing all existing and proposed buildings, their square footage, location to lot lines, septic system, water and shore road allowance or crown reserve.
- Foundation, Piers, Floor & Section Plans: **Drawings** that show size & spacing of piers or foundation, beams, joists, decking & railing details.

Dock: also include items from above: 1 2 3 4

- Site Plan: Show location and dimensions of all existing docks, boathouses and proposed Docks. Include all setbacks to lot lines and distances from all shorelines.

REQUIRED PERMIT DRAWINGS

The following list of required drawings should be used as a guide when preparing drawings for submission for a building permit, for a project designed under Part Nine of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (Part Three buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. As of July 1st, 2005, all Designers will be required to show proof of meeting qualifications required by the Ministry Of Housing.

1. The Site Plan

- The location of all existing buildings as well as the proposed, location and design of access routes.
- The setbacks to lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated (provide geodetic elevations if in a floodplain, or plan of subdivision)
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies, easements and Right-Of-Ways. The location of site services should be added to the site plan as well. A copy of the deed is required if the site plan has not been prepared by an Ontario Land Surveyor.
- Should include the location and dimensions of all buildings and septic systems.

2. Floor Plans

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures, and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plan for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

3. Foundation Plans

- The size and type of materials used for the foundation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- The soil conditions on the proposed building site.

4. Framing Plans

For simple projects, the framing can be shown on the floor plans.

- The size and location of all structural members must be clear.
- The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g.: truss drawing)
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.
- The type of framing materials must be specified (e.g.: S.P.F, metal, etc...)

5. Roof Plans

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

6. Sections and Details

- Cross-sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of: insulation, air barrier, vapor barrier, structural members, sheeting, stairs, fireplaces, backfill height, bracing and required connections, for example.

7. Building Elevations

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

8. Electrical Drawings

- Show location of lights, smoke alarms, carbon monoxide detectors, switching, and other electrical components required under the Ontario Building Code.

Note: Contact Hydro One for permits required under the Electrical Code.

9. Heating, Ventilation and Air Conditioning Drawings

- Indicate the locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design information.
- Provide location and description of HVAC units and ventilation design summary.
- Provide wood stove and fireplace locations and required clearance measurements.

10. Plumbing Drawings

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, material, appliances, devices and fixtures used.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I, _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have authority to bind the corporation or partnership (if applicable).			
_____		_____	
Date		Signature of Designer	

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 2.18.1.1?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable). <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions
Gross Wall Area = m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)
The annual energy consumption of this house as designed is _____ GJ
The software used to simulate the annual energy use of the building is: _____
The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: BOP form attached. The house will be labeled on completion by:

Energy Star and EnerGuide80:
Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- SB-12 Performance refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCan EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

BUILDING INSPECTION LIST

Permit # _____

Name of Owner: _____

Name of Builder: _____

I declare and confirm that the **intended use** of the construction authorized by this permit is as indicated on this application form. I understand that any **change of use** from what is contained in this application may not comply with the provisions of the applicable zoning by-law in effect for the subject property.

I declare that the intended use of the building being constructed under the above mentioned permit will be used for:

I also declare that I have an obligation to contact the Building Department at (705) 636-7615 with at least 48 hours advance notice to inspect the following construction phases which apply:

- Preliminary Entrance Inspection completed _____ Public Works Foreman
- Completion of Excavation (including footing forms completed or sonotubes in place)
- Prior to Backfill - drainage tile, crushed stone, damp proofing, footings and foundation wall.
- Framing - sub-floor, lintels, bridging, studs, partitions, trusses, rafters, beams, sill plates sealed to foundation.
- Insulation - vapour barrier, basement rim, wall concerns, doors, windows, electrical, attic ventilation.
- Plumbing and Heating
- Exterior Finish
- Final Finish

Witnessed before me at the _____ of _____ in the _____
of _____, this _____ day of _____,

Applicant

C.B.C.O

BUILDING PERMIT APPLICATION CHECKLIST

- YES CHECKLIST
- YES APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH
- YES CIVIC ADDRESS
- NOT APPLICABLE
- YES ENTRANCE PERMIT
- NOT APPLICABLE
- YES LETTER OF AUTHORIZATION
- NOT APPLICABLE
- YES COPY OF DEED
- YES SCHEDULE 1: DESIGNER INFORMATION
- YES SEWAGE SYSTEM FILE REVIEW AND/OR PERMIT
- NOT APPLICABLE
- YES MINISTRY OF NATURAL RESOURCES WORK PERMIT
- NOT APPLICABLE
- YES DEPARTMENT OF FISHERIES & OCEANS REQUEST FOR PROJECT REVIEW
- NOT APPLICABLE
- YES ENGINEER'S DOCK REPORT
- NOT APPLICABLE
- YES WELDER'S STEEL DOCK REPORT
- NOT APPLICABLE
- YES MINIMUM DISTANCE SEPARATION I OR II
- NOT APPLICABLE
- YES NUTRIENT MANAGEMENT STRATEGY
- NOT APPLICABLE

YES TWO SETS OF DRAWINGS

YES SURVEY

NOT APPLICABLE

YES SITE PLAN

NOT APPLICABLE

YES FOUNDATION PLAN

NOT APPLICABLE

YES FLOOR PLANS

NOT APPLICABLE

YES CROSS SECTIONS

NOT APPLICABLE

YES ELEVATIONS

NOT APPLICABLE

YES PLUMBING

NOT APPLICABLE

YES HEATING, VENTILATION, AIR CONDITIONING

NOT APPLICABLE

YES ZONING AMENDMENT OR MINOR VARIANCE

NOT APPLICABLE

YES FEES

BUILDING PERMIT APPLICATION CHECKLIST

- YES CHECKLIST
- YES APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH
- YES CIVIC ADDRESS
- NOT APPLICABLE
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YES CROSS SECTIONS

NOT APPLICABLE

YES ELEVATIONS

NOT APPLICABLE

YES PLUMBING

NOT APPLICABLE

YES HEATING, VENTILATION, AIR CONDITIONING

NOT APPLICABLE

YES ZONING AMENDMENT OR MINOR VARIANCE

NOT APPLICABLE

YES FEES