



**Large Building Residential New, Addition or Renovation; 4 storeys or more; >600 m<sup>2</sup>**

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation. All forms, guides and applications can be found on our [Building Permits and Guides page](#).

**Mandatory uploads for each application:**

- Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information)
- Applicable Law Checklist
- Site Plan
- Construction Plans

**Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information)** – Complete and sign. Schedule 1 – Designer Information is to be filled out by any person who is not a licensed Architect or Professional Engineer, and who has drafted and takes responsibility for the plans submitted for review.

**Building and Septic Owner Authorization** – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

**Applicable Law Checklist** – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

**Regional Conservation Authority Approval (If Applicable)** – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.



**Other documents, such as Planning Decisions, Interpretations or**

**Correspondence.** - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

**Lot Grading and Drainage Plan or Site Plan:**

Shall:

For all applications relating to a new or replacement detached, semi-detached, triplex, fourplex townhouse dwelling, or detached ARU, or new or replacement foundations relating to one of the foregoing:

- (i) Take the format of a Lot Grading and Drainage Plan;
  - (ii) Be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission; and
  - (iii) Include the information outlined in Schedule B of the [Building by-law](#);
- (b) For all other minor residential applications:
- (i) May be prepared by the applicant; and
  - (ii) Include the information outlined in Schedule B of the Building by-law.

See our Lot Grading Info Sheet, Lot Grading and Drainage Guidelines and Site Plan Guide.

**Construction Plans** – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2. These plans are required to be drafted by an Architect Engineer.

**HVAC Summary (Residential Mechanical Ventilation Design Summary) –**

When you are constructing a space that will be heated, an HVAC Summary is required as part of your application package. The full plans are required prior to the framing inspection being requested, if not available at time of filing of application.



## Building & Septic Division, Development Services

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If you are submitting your HVAC plans, your plan shall include a Schedule 1-Designer Information Form completed by the HVAC designer.

**Energy Efficiency Design Summary (EEDS)** – When you are constructing a space that will be heated, EEDS is required as part of your application package. This form is typically done by the person drafting the construction plans.

**Engineering Detail** – If there is any area on the construction plans that will require engineering, you are required to submit that stamped plan or detail with the application. Depending on the scope of work, a commitment to review from the Engineer may be required.

**Septic System Review/Permit** – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our **[Septic Permit Application Process Page](#)** for more information.

**Entrance Application** – When you need a new entrance or are requesting a review of an existing entrance, you will need to complete an entrance application form on the [Entrance Permit Page](#). For roads under the jurisdiction of City of Kawartha Lakes, the forms can be found on the Public Works page of this website. For roads under the jurisdiction of the **[Ministry of Transportation](#)**, forms can be found on their website.

**Municipal Service Connection Form (MSC)** – When you construct a new dwelling on vacant land, or you wish to add to or upgrade your existing service connections, and your property is serviced by municipal water and/or sewer, a MSC application is required to be submitted. Please see our [Municipal Service Connection Form Page](#).