



Building and Septic Division
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Paper Building Permit Application – Submission Standards

There is a \$15 Record Scanning Fee applicable to all paper submissions.

Below are the requirements for submission of paper drawings and documentation for building permit applications. These standards allow the Building and Septic Division to maintain consistency and perform an efficient review of your application package.

Drawings and Documentation

Be advised that all submitted drawings and documentation **must adhere to the below standards. Submissions that do not meet these criteria will be refused** and require a **full resubmission**.

Each paper building permit application package shall be submitted according to the following standards:

Drawings

Paper Plans shall be:

1. Clearly named and identifiable with project address or roll number.
2. Formatted and scaled to a paper size of 11 by 17 inches and oriented in landscape (horizontal) view.
3. Two (2) complete sets of construction plans are required. One will be returned with the issued permit.

Documentation

Documents shall be:

1. Clearly named and identifiable with project address or roll number.
2. Displayed in black and white. (No Colour)
3. Documents formatted up to paper size of 8-1/2 by 14 inches and shall be oriented in portrait (vertical) view.

Signatures

1. All forms requiring signature, shall be signed, either digitally or manually filled.