



Administration Office
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Building Permit application checklist

A checked box indicates that the document or form is required as part of your submission. If the area is empty, this does not apply to your application. The 'If Applicable (*)' to the side of the checkbox means that this item may also be required, depending on your specific project. If you need more information, please contact us.

It is recommended that a qualified designer be involved with completing the construction drawings for your projects.

Digital submissions are preferred. Email your complete submission to buildingpermits@severn.ca.

Document or form	New Single Dwelling Unit	Other structure	Addition, renovation, or repair	Septic	Demolition
<u>Application form</u> : A separate form is required for each proposed structure, septic or demolition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Schedule 1</u> : Designer information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Site plan</u> : Showing all structures on property with setbacks to lot line, septic and well if applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Floor plan: Interior projects require a floor plan in addition to a site plan as applicable (wall sections, door and window placement, fire safety systems)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *		
Digital construction drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Digital engineered Lot Grading Plan	<input checked="" type="checkbox"/>				
<u>Letter of Authorization</u> : Required for any applicant who is not the property owner of the project location	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
<u>Heating, Ventilation, and Air-conditioning (HVAC) plan</u> : Include heat loss/gain calculations and layout	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> *		

Document or form	New single dwelling unit	Other structure	Addition, renovation, or repair	Septic	Demolition
Engineered truss and floor package: Includes layouts and member reports (joists, beams, profiles)	☒*	☒*	☒*		
<u>Energy Efficiency Design Summary (EEDS)</u>	☒		☒*		
Engineered material specifications: (e.g., guards and railings (glass, aluminum, steel), helical piles)	☒*	☒*	☒*		
Plumbing drawings: Include layout, fittings, valves, equipment, and fixtures	☒		☒*		
Septic system <u>Schedule 2: Septic designer information</u>	☒*		☒*	☒	
Septic system <u>Septic system design drawings</u>	☒*		☒*	☒	
<u>Septic system flow calculations</u>	☒*		☒*	☒	
<u>Septic Change of Use application</u>	☒*		☒*		
Other applicable law: <u>Ministry of Transportation(MTO) Permit or MTO No Permit Required confirmation</u>	☒*	☒*	☒*	☒*	☒*
Other applicable law: <u>Ministry of Natural Resources and Forestry or Trent Severn Waterway for Shoreline / In Water Works</u>	☒*	☒*	☒*	☒*	☒*

Staff contact

Customer Care Assistant | Phone: 705-325-2315 x224 | Email: building@severn.ca | severn.ca

Note: This is a guide only. Additional information, materials, or submissions may be required for other permit types such as Change of Use, Commercial, Industrial, Institutional, Multi-Residential, etc., and/or situations that trigger additional provisions.