



## **Permit to Construct New Buildings**

### Residential Buildings

#### **Fees:**

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the LMCBO valuation)

#### **Document Submission Requirements**

All documents and drawings are to be in PDF format.

#### **Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Letter of Authorization (applicant other than owner)
- Completed Town of Ajax Development Charge Information form
- Completed Education Development Charge Information form
- Completed Regional Municipality of Durham Residential Development Charge Information form(s) - Regular and Carruthers Creek (when necessary), for each unit
- Completed Regional Municipality of Durham Regional Application for Sanitary Sewer/Water Service hook-up, or a private sewer and potable water approval from the Durham Regional Health Service
- Completed Energy Efficiency Design Summary form
- Completed Applicable Law Checklist (where necessary)
- Acknowledgement by Applicant of Incomplete Application (where applicable)

#### **Drawing Submission:**

- Site Plan/Legal Survey
- Site Grading/Lot Drainage Plan (reviewed by the Engineer)
- Fully dimensioned Construction Drawings that bear the Designer Qualification Information including:
  - a cover page or title block (review/approval by the Control Architect),
  - North arrow, scale, legend of symbols,
  - the project identity (name, address, unit #, etc),
  - the size of the proposed building,
  - the nature of the occupancy (i.e. Single, Semi-detached, Townhouse etc.)
- Roof Truss drawings and Floor Joists Layout (where applicable)
- Heat Loss calculations and Duct Layout
- Designer Responsibility Form

#### **Additional Approvals and Information:**

- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**.
- Clearance from Toronto & Region Conservation Authority (where applicable)

**This is a general list of requirements and is not intended to be comprehensive.**