

Building Permit Requirements

New Construction - Single Family Dwelling

The following information is required at submission. Complete submissions can be processed within 10 business days. It is advisable to review the Zoning By-law to determine size restrictions for your property prior to application.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - "Schedule 1: Designer Information" (For each Design Professional)
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority Approval, if applicable

2. **One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
 - Lot Grading & Site Servicing Plan** including:
 - Property Lines; Dimensions of lot
 - Existing and proposed construction and the dimensions of each
 - Setbacks to the property lines and any other buildings on the property
 - Zoning summary
 - Sealed by an Ontario Professional Engineer or Ontario Land Surveyor

 - Architectural Plans**
Provide floor plans for each level, elevations for each side of the house and sections where necessary. The following information must be provided on each plan:
 - Floor Plans**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of each room and space
 - Use of rooms and spaces
 - Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
 - Material and size of all components of floor, wall and ceiling assemblies
 - Location of all plumbing fixtures
 - Elevations (for each side of the house)**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of doors and windows
 - Grade level
 - Exterior wall cladding, finishes and flashing
 - Spatial separation calculations
 - Section** (preferably through stair)
 - Size and type of footing and foundation wall
 - Foundation drainage

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710



Town of Innisfil
Community Development Standards Branch
2101 Innisfil Beach Road
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- Grade and distance from grade to floor
- Floor construction
- Exterior and interior wall construction
- Roof and ceiling construction
- Attic insulation & ventilation
- Heating, Ventilation and Air Conditioning**
 - Heat loss and ventilation calculations
 - Heating system floor plan showing the location and size of new ductwork and existing ductwork where new work is connected to it, location and size of supply air registers and return air grills
 - SB-12 Energy Efficiency Design Summary
 - Residential mechanical ventilation summary
- Other**
 - Truss layout & P. Eng sealed truss design summary sheets
 - Floor framing layout from manufacturer
 - Design summary sheets for structural members requiring P. Eng (LVLS, Point loads, etc.)

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Please Note: Additional fees and development charges may be required. Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

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Nottawasaga Valley Conservation Authority
www.nvca.on.ca
705-424-1479

Lake Simcoe Region Conservation Authority
www.lsrca.on.ca
905-895-1281