

BUILDING PERMIT REQUIREMENTS

1. Two sets of drawings
 - < Includes all floor plans (including a cross section), HVAC drawings and truss drawings.

2. Site Plan
 - < Proposed building on the lot showing all dimensions of the lot, existing buildings, entrance, distance from buildings to property lines. Properties on septic systems must show location of septic system and well. (Send copy to Clerk's Department for Municipal Addressing)

3. Health Unit Approval
 - < Approval from the Durham Regional Health Unit for new buildings or any additional construction to lots with septic systems.
Region of Durham Health Department 905-723-3818
101 Consumers Drive
Second Floor

4. Water & Sewer Connection
 - < Approval from the Region of Durham Works Department for water and sewer connection.
Regional Municipality of Durham Headquarters 905-668-7711
Works Department
605 Rossland Rd. E
Whitby, ONL1N 0B2

5. Lot Grading Plan (Township may require that the plan be prepared by an Ontario Land Surveyor)

6. Culvert Application
 - < Must apply to proper authority for an entrance and/or culvert.

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| Township Road | - Works Department | 905-985-7346 |
| Regional Road | -Local Depot | 905-985-7170 |
| | -Works Department | 905-668-7711 |
| Highways-MTO | -Local Depot | 905-985-7467 |

7. Conservation Authority
 - < If the property falls in an environmental protected area, contact the Conservation Authority.

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| Kawartha | 1-800-668-5722 |
| Simcoe | 1-905-895-1281 |
| Central | 1-905-579-0411 |

8. Well Reports
 - < To be obtained from the well driller indicating the quantity of water.

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9. New Home Warranty Number or Declaration
10. Development Charges
 - < Forms to be completed and sent to Region of Durham, Board of Education and Township of Scugog Clerk's Department (to inquire whether Development Charges apply)
11. Section 41 Site Plan Approval
(see procedures guide)
12. Municipal Addressing – 911 Number
 - < Please contact the Clerk's Department for the assigned municipal address number and to purchase the reflective 911 sign.
13. Oak Ridges Moraine
 - < An Oak Ridges Moraine Conformity Assessment Form will need to be completed for any new construction of a building or structure proposed in the Oak Ridges Moraine.
 - < An application to expand an **existing dwelling** over 93 m² (1001 ft²) or an application to **construct or expand an assessory building** over 56 m² (603 ft²) may need to enter into a site plan agreement at a minimum cost of \$750.00.

