



## BUILDING DIVISION

66 Grand River St. North  
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### ADDITIONS/RENOVATIONS - RESIDENTIAL

- Permit applications to be completely filled out and signed
- Designer information 'Schedule 1' to be filled out
  - Designer's name and BCIN must appear on all drawings submitted for application.
- 2 copies of Approved Zoning/Grading Site Plan, should also include:
  - location of wells
  - location of septic system and/or site services (by licensed installer)
- 2 copies of construction drawings, drawn to scale (1:75 or 1/16"=1') including:
  - **Foundation Plans** (incl. size of walls, footings, and piers)
  - **Floor Plans** (overall dimensions, room names, plumbing fixtures, structural information, door and window sizes, smoke and CO detectors)
  - **Building Elevations** from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, cladding material, roofing material and window and door location and sizes
  - **Cross Sections** (1 min) through the wall from footings to roof noting all materials in the foundation, wall and roof assembly
  - **Other Details Required:**
    - Location of existing Building Details on all drawings
    - Truss Layout
    - Engineered Product Specifications and Layouts (ie: LVL or TJI Joists)
- A letter from a heating contractor stating:
  - The size of the existing H.V.A.C. system and whether the existing system will accommodate the new addition
  - Any additional upgrades to the system that may require an Energy Efficiency Design Summary Form (or equivalent drawings)
- Location of existing septic system, tile bed size and capacity of existing tank, verified by a licensed installer or Professional Engineer.
  - Alterations to bed or tank to accommodate addition or alterations will require a separate permit
- Other approvals may also be required if applicable:
  - GRCA/LPRCA
  - MTO (Highway Corridor Management)
- Payment of all applicable fees in full