



Corporation of the Town of Mattawa
Building Department

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RESIDENTIAL BUILDING PERMIT CHECK LIST

Fees:

- Estimated Construction Value (to be checked against market construction averages)
- Building Permit Fee

Application Forms:

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Letter of Authorization
- Completed Energy Efficiency Design Summary form

Drawing / Design Package Submission

- Two copies of the Plot Plan / Site Plan based on legal survey information are required for alterations to the footprint of the building (location of exterior door must be shown)
- Two copies of fully dimensioned Construction Drawings that bear the Designer Qualification Information including:
 - A cover page or title block;
 - North arrow, scale, legend of symbols;
 - The project identity (name, address, unit #, etc...);
 - Existing and proposed construction;
 - Foundation, all floor plans, elevations
 - Cross-sections showing wall & ceiling design
 - All exits;
- Heat Loss Calculations and heating system design
- HVAC design
- Plumbing riser diagram design