

Civic Address: _____

The items stated below are minimum submission requirements for all supporting structure applications. Additional requirements may be identified during the subsequent application & plan reviews.

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

- Completed Application Form and Fees** - Applications will not proceed into the permit queue until application fees have been paid in full.
- Completed Letter of Authorization** - Each owner of the property must sign this form.
- Title Search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee** for document retrieval will be required if the application does not include this document at time of submission.
- Hard copy if all covenants, easements, and right-of-ways** registered on the subject property as a charge or listed as a legal notation and modification to those. A **\$25 fee** for document retrieval will be required per document if the application does not include these at time of submission.
- Identification of Contaminated Sites Form** (*\$100 processing fee applicable where submission to Ministry of Environment and Climate Change Strategy required*)
- 3 Complete Sets of Drawings** to an appropriate scale (*the maximum drawing size accepted is A1 or 24"x36"*):
 - Site Plan showing all existing and proposed structure(s)
 - Floor Plans
 - Cross Section
- 2 Original Sealed Shoring and Excavation Plans by the Geotechnical Engineer** required if the excavation exceeds 4' (1.2m) in depth and is within the mapped Steep Slopes Development Permit (SSDP) Area. To determine if your project is within the SSDP Area, please review on the City's [WebMap](#).
- Application has been made to Transport Canada and NAV Canada.** This is required if the property is located within the Airport Flight Zoning. Please visit the City's WebMap to confirm and the City's Development Guidelines for additional information. (*if applicable*)