



Building Checklist

adminoffice@madawaskavalley.ca www.madawaskavalley.ca

BEFORE YOU CAN APPLY FOR A BUILDING PERMIT, YOU MUST HAVE THE FOLLOWING:

All Building permits	New Dwelling	May be required (site/project specific)	Description and Link to forms
✓	✓	✓	Completed Entrance Permit (Entrance Regulation By-law 2014-139 & Application \$100.00) * Properties on County or Provincial roads must contact them.
✓	✓		Completed Civic Address (Civic Address Application \$150.00)
	✓		Septic Approval Permit (Septic Application \$450.00) *Properties outside of municipal water and wastewater service

DOCUMENTATION TO ACCOMPANY BUILDING APPLICATION FORM

All Building permits	New Dwelling	May be required (site/project specific)	Description and Link to forms
✓	✓		Building/Demolition Application (By-law 2023-15 for applicable fees, and Building By-law 2020-37 for more information)
		✓	Authorization of Agent
✓	✓		Schedule 1: Designer Information (The designer of the structural plans must complete this form unless engineer stamp is on the design plans)
✓	✓		Site Plan -Depicting ALL buildings, including size and <u>exact setbacks</u> from all property lines, hydro lines (overhead & underground), septic system, well, and propane vessels – tanks/cylinders
✓	✓		Copy of Transfer Registration / Deed (The complete document must be submitted)
✓	✓		Building Plans with Materials identified two copies printed. New Dwellings must be printed on a minimum 18 x 24" paper.
	✓		Energy Efficiency Design Summary Form (EEDS)
	✓		Heat Ventilation Air Conditioning Plans (HVAC Plans)
		✓	Survey of Property (It may be required to determine lot lines, prepared by OLS &/or Qualified Engineer)
		✓	Elevation Survey, Mandatory if in Floodplain (Mandatory if your property is located within a floodplain; see By-law 2007-63 , prepared by OLS &/or Qualified Engineer)
		✓	Architectural/Engineered Plans (It may be required depending on the structure)
		✓	Excavation and Hook-Up Permit (\$100.00) *Properties within municipal water and wastewater service area
		✓	Plumbing Inspection Permit (\$100.00)
		✓	Water Meter Installation – 5/8"x3/4" meter (\$300.00) *Properties within municipal water and wastewater service area
		✓	Subdivision agreement requirements have been met.
	✓		Occupancy Permit (\$100.00)
✓	✓		A \$100.00 deposit is required to accompany an application.

Please remit payment by one of the following methods:

- Cheque to: Township of Madawaska Valley**
Box 1000, 85 Bay Street
Barry's Bay, ON. K0J 1B0
- E-transfer: payments@madawaskavalley.ca**
- Credit, Debit, or Cash: In person at the Township office during regular business hours.**
*Payment must include the application type and name of the applicant in the memo section.