

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Applicant			
Applicant is:		<input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner	
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify that:
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

Date

Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

- I) If the project, repair or alteration requires plumbing work to be completed please provide the name of the Master plumber that will be completing the work.

Name of Master Plumber: _____

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable).			
_____	_____		
Date	Signature of Designer		

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 2.18.1.1?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable). <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority

Application No:	Model/Certification Number
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A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach Builder Option Package form
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCAN advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source	
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric
<input type="checkbox"/> Solid Fuel			<input type="checkbox"/> Earth Energy
Windows+Skylights &Glass Doors		Other Building Conditions	
Gross Wall Area = m ²	% Windows+ _____	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement
Gross Window+ Area = m ²		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground
		<input type="checkbox"/> Log/Post&Beam	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m ² .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
 The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star. Submit the BOP form with Energy Advisor's certification on completion.

Energy Star and EnerGuide80:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- SB-12 Performance refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.



Receipt/Application # _____

Date: _____ Receipt #: _____

Owner(s) of Property: _____

Location of Proposed Development: Lot No.: _____ Plan No.: _____

Municipal Address/Township _____

The Building Code, Section 10 (1) states in part that:

“No person shall change the use of a building or part of a building which would result in an increase in hazard as determined under the building code unless a permit has been issued by the chief building official.”

Section 11.4.2.5 of the Building Code tells us how to determine if the change in the building will result in an increase in hazard to the sewage system.

We ask that you answer the following questions carefully:

Yes No

Will the new construction be within 5 metres of the sewage system?	<input type="checkbox"/>	<input type="checkbox"/>
Will the change add more bedrooms to the building?	<input type="checkbox"/>	<input type="checkbox"/>
Will the gross living space be increase by more than 15 percent?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be additional plumbing fixtures added?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a major change in type of occupancy?	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS OR YOU DO NOT KNOW THE ANSWER, YOUR PROPOSAL MAY OVERLOAD OR DAMAGE YOUR SEWAGE DISPOSAL SYSTEM. A PERFORMANCE LEVEL REVIEW IS REQUIRED BEFORE YOU CAN RECEIVE A BUILDING PERMIT FROM YOUR MUNICIPAL OFFICE. THE PERFORMANCE LEVEL REVIEW FEE OF \$50.00 WILL BE APPLIED TO ANY ADDITIONAL APPLICATION COSTS IF OUR REVIEW INDICATES THAT THE SEWAGE SYSTEM WILL HAVE TO BE CHANGED AS A RESULT OF YOUR PROPOSAL.

IF YOU ANSWER NO TO ALL OF THE ABOVE QUESTIONS YOU MAY APPLY FOR YOUR BUILDING PERMIT. PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

ALGOMA HEALTH UNIT – ENVIRONMENTAL HEALTH DEPARTMENT

Sault Ste. Marie
705-759-5286

Wawa
705-856-7208

Blind River
705-356-2551

Elliott Lake
705-848-2314

The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional

Building Permit Guide for Homeowners

Building permits are required to:

- Construct a new home or cottage (with truss drawing submitted & a copy on site)
- Add a carport, garage or rooms to an existing building
- Install new rooms or finish existing rooms in the basement or attic
- Any structural work including interior partitions
- Add dormers
- Enclose a porch or construct roof over sundeck
- Repairs or renovations
- Raise a building to provide a new or altered foundation
- Excavate the basement to provide a full basement
- Add structural features such as decks, canopies etc.
- Construct accessory buildings such as garages, tool shed etc.
- Install soffit or fascia
- Replace windows
- Repairs to masonry
- Construct fireplace or chimney
- New Roofs or roof repairs

Important Notes:

- IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT.
- ALL PERMIT APPLICATIONS MUST INCLUDE DETAILED **DRAWINGS TO SCALE**.
- HEATING & AIR EXCHANGE (HVAC) DRAWINGS TO BE DONE BY QUALIFIED DESIGNER.
- IT IS ILLEGAL TO START WORK WITHOUT A PERMIT. PERMIT FEES WILL BE DOUBLED IF CONSTRUCTION BEGINS PRIOR TO OBTAINING BUILDING PERMIT (By-law #01-1275)
- BUILDING PERMIT APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO PLANNED COMMENCEMENT OF CONSTRUCTION.
- DRAWINGS MUST BE ATTACHED. INCOMPLETE APPLICATIONS OR LACK OF SCALED DRAWINGS MAY RESULT IN DELAYS OR REFUSAL OF APPLICATION.
- ENSURE THAT THE BUILDING PERMIT IS POSTED AND THE APPROVED PLANS ARE KEPT ON THE JOB SITE
- CHIEF BUILDING OFFICIAL REQUIRES THREE (3) DAYS NOTICE PRIOR TO ALL INSPECTIONS
- BUILDING PERMITS ARE NOT REQUIRED FOR NON-STRUCTURAL WORK SUCH AS PAINTING AND LANDSCAPING OR FOR SEPARATE BUILDINGS OR STRUCTURES OCCUPYING AN AREA OF 100 SQUARE FEET OR LESS.

OTHER APPROVALS OR INFORMATION YOU MAY NEED:

- TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADD'L COUNCIL – zoning by-law amendment
- DESBARATS TO ECHO BAY PLANNING BOARD – land severance & consents
- ALGOMA HEALTH UNIT - septic systems and well permits (759-5286)
- ELECTRICAL SAFETY AUTHORITY – electrical permits (1-877-372-7233) www.esasafe.com
- BELL CANADA - telephone connections
- MINISTRY OF TRANSPORTATION - building & entrance permits in highway frontage locations
- MINISTRY OF NATURAL RESOURCES - work permit for some docks

The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional

A) Please contact the Algoma Health Unit (759-5286) to determine if a Certificate of Approval is required.

B) The Chief Building Official requires three (3) days' notice prior to the following inspections:

- 1) Sight Inspection
- 2) Form Inspection
- 3) Foundation Inspection (before backfill)
- 4) Framing Inspection
- 5) Plumbing Inspection
- 6) Insulation, Air and Vapour Barrier Inspection
- 7) Mechanical Inspection (eg: air exchangers)
- 8) Exterior Inspection
- 9) Roofing Inspection
- 10) Final Inspection

C) The Ontario Building Code requires that:

- a. Foundations are 4'6" into the ground with 6" exposed (above ground)
- b. Footings are a minimum of 6" deep x 18" wide

D) **Comprehensive Zoning By-Law requires the following setbacks:**

All construction on waterfront property must be a minimum of 15m (50ft) from the HIGH water mark.

Agricultural Zoning:

Dwelling: <ul style="list-style-type: none"> • Front Yard – 15m (50ft) • Exterior Side yard – 15m (50ft) • Interior Side yard – 6m (20ft) • Rear Yard – 15m (50ft) 	
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Areas zoned RURAL RESIDENTIAL (RR), RURAL (RU), SEASONAL RESIDENTIAL (SR):

Dwelling: <ul style="list-style-type: none"> • Front Yard – 12m (40ft) • Exterior Side yard – 12m (40ft) • Interior Side yard – 6m (20ft) • Rear Yard – 12m (40ft) 	Accessory Building: <ul style="list-style-type: none"> • Front Yard – 12m (40ft) • Exterior Side Yard – 1.2m (4ft) • Interior Side Yard – 1.2m (4ft) • Rear Yard – 3.0m (10ft)
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Areas zoned VILLAGE RESIDENTIAL (VR 1):

Dwelling: <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Exterior Side yard – 8m (26ft) • Interior Side yard – 1.2m (4ft) • Rear Yard – 8m (26ft) 	Accessory Building: <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Side yard – 1.2m (4ft.) • Rear yard – 3m (10ft)
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Areas zoned VILLAGE RESIDENTIAL 2 (VR 2):

Dwelling: <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Exterior Side yard – 8m (26ft) • Interior Side yard – 4m (12ft) • Rear Yard – 5m (16ft) 	Accessory Building: <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Side yard – 1.2m (4ft) • Rear yard – 3m (10ft)
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NOTICE: IMPORTANT
BUILDING PERMIT REQUIREMENTS

1. Copy of Site Plan
2. Algoma Heath Unit approval
3. Certified Drawings (by professional with BCIN # in Red on each page). This number is to be included on permit if applicable.
4. Application to build (from Township office) Ensure that everything is filled in. Permit may be returned to property owner to complete.

**DO NOT BUILD UNTIL BUILDING PERMIT IS RETURNED TO YOU,
SIGNED BY BUILDING OFFICIAL (Glen Irwin).**

Call Chief Building Official, Glen Irwin 705-941-8107 for different stages listed below:

1. Site Inspection.
2. Footing
3. Backfill
4. Ground run (plumbing)
5. Framing inspection
6. Plumbing rough in (with air or water test) by master plumber.
7. Installation and vapour barrier
8. Mechanical inspection (air exchanger/ fans etc...)
9. FINAL inspection.

IMPORTANT NOTES:

- If filling out a Demolition Permit; a Section 357 form is required and can be attained at the municipal office or online. This form is necessary to alert the Municipal Property Assessment Corporation that a demolition has taken place and to adjust your assessment accordingly. Three copies are needed. Keep a copy for your records, submit one to the Municipality and send one to MPAC.

Mail Address:

Municipal Property Assessment Corporation
428 Pim Street
Sault Ste. Marie, ON
P6B 2V1

- Please confirm all building details with Chief Building Official prior to building.
- If you do not acquire a building permit prior to the commencement of construction your permit fee will be doubled.
- Please allow 7 – 10 days to process all building permits
- Building permits must be displayed on construction site.
- Heating and air exchanger HVAC Design must be completed by a qualified designer.

Township of Macdonald, Meredith & Aberdeen Additional SITE PLAN

Lot diagram and Building Site Plan: Draw to scale showing the location for the new building or addition in relation to other buildings, property lines, driveways, streets, highways, water supply and sewage system.

