

Please take a moment to review your application(s) for completeness using the checklist below. It is the applicant's responsibility to submit all applicable documentation as part of their application package(s). Incomplete applications will not be reviewed within mandated time frames.

Step 1: Apply for Early Model Review

Application Requirements (For Each Model):	1) One copy of the Early Model Review Application form (attached)	
	2) Two copies of the complete model package (this includes but is not limited to the following): <ul style="list-style-type: none"> • Architectural/structural drawings • Truss design package (sealed, including a sealed layout drawing) • Floor design package (sealed, including a sealed layout drawing) • Mechanical design package (including heat/loss gain and ductwork calculations, HVAC drawings) • The EEDS form (signed by both the mechanical and architectural designers), BOP forms (if applicable), energy modeling report (if applicable) • Water service sizing chart • Approval documentation and manufacturer's specifications as necessary (ex. load test reports for guards, CCMC listings etc.) 	
	3) Payment of the Early Model Review Fee - Please see Town Fee By-Law (Please note that fees may be subject to change each year)	

Step 2: Apply for Repeat Permits

(If applicable, these shall only be applied for once final Site Plan Approval has been granted)

Repeat Lot/Unit Permits

Application Requirements	1) One copy of the Building Permit Application Form	
	2) Three copies of the lot grading plan (if applicable, use the approved copy from SPA)	
	3) 2 copies of the lot specific EEDS form (include 2 copies of the BOP forms if energy star is utilized) signed by the Mechanical Designer and the Architectural Designer	
	4) Payment of the building permit fee (include a completed copy of the builder fee spreadsheet.	

Repeat Block Permits (Applicable to Townhouse developments only)

Application Requirements	1) One copy of the Building Permit Application Form	
	2) Three copies of the grading plans for each block	
	3) Two copies of the overall block plans (these must include, but not be limited to the following): <ul style="list-style-type: none"> • Foundation Plans • Floor plans • Sections • Elevations 	
	4) Two copies of the truss design package (sealed)	
	5) Payment of the building permit fee - Please see the Town Fee By-Law (Please note that fees may be subject to change each year)	

Notes:

- All associated fees, including Development Charges, shall be paid prior to the issuance of any permit.
- For estate subdivisions or subdivisions where each building will have a very different design/ options, then the early model review path shall not be utilized. It is recommended that in the instances that custom applications are submitted, that the standard permit process be followed.
- If the proposed subdivision will require individual septic systems for each building, then a separate building permit application shall be made for each septic system.