

Municipality of Dysart et al

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What Documents are required for my Building Permit Application?

The following is a list of supporting documents that may need to be submitted with your application for a building permit. Please note, not all application types require everything on this list. If there is anything you are unsure of, you can contact our office at the contact information above for assistance. Any missed documentation can also be added at a later date.

- **Site Plan** – a site plan is required for all demolition, new construction, additions, relocation permits. It may also be required in other cases. If you're unsure what is required on a site plan, check out our [Site Plan Checklist](#) on our website.
- **Building Plans** – submit a pdf copy of your building drawings for electronic review.
- **Authorization Letter** – not the registered property owner? You will need to supply us with an authorization letter signed by the homeowner which grants you permission to act on their behalf.
- **Schedule 1: Designer Information** – filled out and signed by the person who did the design drawings. Must be a qualified designer or registered homeowner.
- **Energy Efficiency Design Summary** – typically completed by the designer for new construction.
- **Other Related Documents** – this would include documents necessary for the review of your specific application (ex. Engineer reports, soil analysis, etc.)