



## Construction/Demolition Permit Application Requirements

All applicants must provide the following information, as applicable, prior to the review of an application for a permit.

1. A completed construction permit application accompanied with:
  - a. Two sets of construction plans.
  - b. Any information as required by the Chief Building Official.
2. A site plan showing the location of all:
  - a. Existing neighboring barns and gravel pits/quarries.
  - b. Existing and proposed buildings relative to lot lines and to other buildings.
  - c. Power lines above and below grade.
  - d. Septic systems, wells, water/sewer utilities and easements.
3. Written approvals for roadway access from Provincial Highways, County authorities or Municipal Roads Superintendent, as applicable.
4. Health Department contact information for Septic Systems: 613-345-5685,  
Website; [www.healthunit.org](http://www.healthunit.org)
5. Rideau Valley Conservation Authority contact information: 613-692-3571,  
email; [info@rvca.ca](mailto:info@rvca.ca)
6. Deed / title to the land(s), severance conditions.
7. Ontario New Home Warranty Plan Act Declaration.
8. Payment of all permit fees, lot levy, culvert fee(s), civic number, damage/performance deposit.
9. Satisfactory soils bearing report.
10. Manufacturer's specifications on both the heat or energy recovery ventilator and furnace/heating apparatus, as well as ventilation requirements as calculated by the Mechanical Designer.

**Note:** Applicants are reminded that the Installation of home occupations may cause a change in property assessment and also the residential rate of water use may be changed to commercial in the Merrickville Ward.

Some construction plans must be drawn by a person who is qualified under division C, part 3 of the Ontario Building Code and/or a Professional Engineer.

For further information, please contact:  
Mr. Randy Wilkinson, Chief Building Official.  
Tel: 613-269-4791, ext 258.  
Fax: 613-269-3095  
Email: [cbo@merrickville-wolford.ca](mailto:cbo@merrickville-wolford.ca)