



**Planning & Development Services**

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**TOWN OF AJAX**

65 Harwood Ave South

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**Permit to Construct Additions or Sunrooms**  
Residential Buildings

**Fees:**

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the TACBOC valuation)

**Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization
- Completed Energy Efficiency Design Summary form
- Completed Applicable Law Checklist (where necessary)

**Drawing Submission:**

- Two copies of the Site Plan/Legal Survey
- Two copies of a Site Grading/Lot Drainage Plan for additions that increase the building footprint by 50% or more
- Two copies of fully dimensioned Construction Drawings that bear the Designer Qualification Information including:
  - a cover page or title block,
  - North arrow, scale, legend of symbols,
  - the project identity (name, address, unit #, etc),
  - the nature of the occupancy,
  - means of support (i.e. the size and depth of sonotubes),
  - the proposed building, showing all windows and doors, the size and type of all material (walls and floor) and indicating all structural components,
  - elevations for all sides of the building, showing the location of the windows and doors (including their sizes)
- Two copies of the Roof Truss drawings
- Two copies of the Heat Loss calculations and Duct Layout

**Additional Approvals and Information:**

- Confirmation that the existing footing size is adequate for anticipated loads for applications involving a second storey addition.
- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**.
- Clearance from Toronto & Region Conservation Authority (if applicable)

**This is a general list of requirements and is not intended to be comprehensive.**

FORM: PLD-069
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REVISED: 14/06/12
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