



Municipality of
Dutton Dunwich

Industrial/Commercial/Institutional Permit Application Submission Guide

All applications may be applied for on the **Cloudpermit** portal for online permit applications. This portal will save you from driving to the office to drop off the applications and printing all of the documents. Please see link to **Cloudpermit** below.

<https://ca.cloudpermit.com/login>

Please call or email if you need any assistance in setting up your **Cloudpermit** account at building@duttondunwich.on.ca

Required Application Forms

- Building Permit Application (form available in Cloudpermit)
- OBC Data Matrix
- General Review Commitment Form or Schedule 1 Designer Information form (dependent on building classification and size)
- SB-10 Form
- For projects with new on-site sewage systems, complete Schedule 2
- Owner's Authorization Form (Required if Applicant is not the Owner)

Required Drawings and Information (2 copies of each)

- Architectural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Structural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Plumbing, Mechanical and Electrical Drawings prepared by P. Eng
- Project Specifications (Architectural, Plumbing, Mechanical, and Electrical)
- Kitchen Exhaust Design (NFPA 96) prepared by P. Eng. (where applicable)
- Data Matrix prepared by qualified Designer or Architect
- Sprinkler Drawings and Hydraulic Calculations by P. Eng. (where applicable)

Fees and Charges

Fees and Charges By-law 2024-61



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Other Approvals

Approvals from other Agencies are required in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, Nutrient Management Plans/Strategies etc.

Next Steps

Submit complete application including supporting documentation to the Municipality of Dutton Dunwich via your [Cloudpermit](#) application portal. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. The Chief Building Official checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.