



Municipality of
Dutton Dunwich

Residential 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 – to be uploaded on Cloudpermit

- Building Permit Application (form filled out on Cloudpermit)
- Schedule 1 Designer Information
- EEDS-Performance or EEDS-Prescriptive Energy Efficiency Design Summary Form
- For projects with new on-site sewage systems, complete Schedule 2 and apply for separate permit on Cloudpermit (see website link above)
- Owner's Authorization Form (Required if Applicant is not the Owner)

Required Drawings and Information – to be uploaded on Cloudpermit

- Construction Drawings including foundation plan, floor plans, elevations, wall sections and cross sections.
- Site Plan
- Site-specific Grading Plan designed & stamped by Professional Engineer or Ontario Land Surveyor
- Heat Loss and Heat Gain Summary including Duct Design by qualified designer.
- Engineered Roof Truss Design & Layout
- Engineered Floor System Layout including any Engineered Beams (LVL, PSL, Parallam)
- Sewage System Design and layout (site plan)

Fees and Charges

See Fees & Charges By-law 2024-61

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 through your to the Municipality of Dutton Dunwich via [Cloudpermit](#). 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. Building Inspector 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.