

ACCESSORY BUILDING APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Schedule 1 Form Include one form for each designer	A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Architectural Design Drawings	Drawn to scale. Including foundation, floor, roof, elevations, cross sections.	

Submittal Item	Details	Documents Included with Application
Roof Truss Specifications & Layout	Must be stamped by professional engineer.	
Structural Composite Lumber Specifications	i.e. Laminated Veneer Lumber (LVL), Parallel Strand Lumber (PSL), Laminated Strand Lumber (LSL)	
Engineered Floor Framing Design	Layout & specifications	
Mechanical Ventilation Design	Provided by HVAC designer.	
Heat Loss Calculations and Duct Design	Provided by HVAC designer.	