

SUBMISSIONS FOR NEW SINGLE DWELLING

Forms

- ☐ Application for Development – ***Front and Back***
- ☐ Letter of Authorization – Allows someone to act on behalf of the property owner for the permit
- ☐ Application for an Entrance Way/Highway Access (driveway) – ***Front and Back***
- ☐ Stratford Utility Corporation Application (Water and Sewer)
- ☐ Deck Pamphlet – fill out middle section for any decks on your house (helical pile foundations require an engineer-stamped design)

Other items for submission: (electronic submissions to planning@townofstratford.ca)

- ☐ Site/grading plan from a certified surveyor – ***submit hard copy and electronic if available – preliminary plans not accepted***
- ☐ Full set of building plans including elevations, floor plans and cross section, ***preliminary plans will not be accepted – can be sent electronically, to scale for 11" x 17"***
- ☐ Final Truss package including layout and individual truss design, stamped by an engineer, ***preliminary plans will not be accepted – send electronically***
- ☐ If you have any steel beams or tall walls, please submit the engineer stamped design
- ☐ New Home Construction Energy Assessment Report if required (Foxwoods & Forest Trails only)

Fees due upon approval:

- ☐ Entrance way Fee - \$1500 – **Cheque or Cash (exact change) Only** – cheque payable to *"The Minister of Finance"*
- ☐ *"Town of Stratford"* Building Permit Fee - \$3.00 per \$1000.00 of estimated construction cost (\$100 deposit)
- ☐ *"Stratford Utility Corporation"* - \$100 per water hookup, \$50 per Sewer hookup - payable by Visa, MC, Debit, Cheque, Cash