

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 sdewitt@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