

Addition Permit Process Quick Reference

The stages of an addition project, and what to ask at each one

Before you apply

1 Confirm the design fits the lot

Setbacks, height, and lot coverage are worth checking against the zoning by-law before the drawing set is finalized.

2 Ask what the current submission checklist includes

Municipal submission expectations change from time to time, so confirm the list directly rather than reusing an old one.

During review

1 Expect at least one round of questions

Revision comments are a normal part of the process, not a sign something went wrong.

2 Keep the approved drawings on site once building starts

An inspector checks the work against what was actually approved.

During construction

1 Confirm which inspections apply to your scope

An addition touching plumbing or gas work often needs those checked separately from the structural sequence.

2 Schedule inspections before covering any stage of work

Framing, insulation, and rough mechanical are typically checked before the next stage closes them in.

Questions worth asking before you commit to a start date

1 Who is preparing and submitting the drawings

Confirm whether that is the contractor, a separate drafter, or you.

2 What happens if the review asks for a revision

Ask how that affects the construction schedule you are planning around.

3 Who is coordinating inspections with the building schedule

Ask this before framing starts, not after.

Bring this list to your first planning conversation, and you will know what to ask at every stage.

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