

Required Information

- Application form
- Schedule 1 is required with any drawings
- Schedule 2 is required for a new septic system or repair
- Site plan to scale
- 2 complete sets of construction drawings to scale showing footings, floor layout, cross section and how roof is to be framed

- The following additional approved permits or letters of clearance may be required:
 - Encroachment Permit may be required from the Engineering Department in case of damage to municipal property while constructing
 - Essex Region Conservation Authority (ERCA) for construction or placing fill near Lake Erie or natural watercourses
 - Essex County Road Department if development abuts a county road
 - Ministry of Transportation (MTO) if development abuts a provincial highway
 - Additional approvals as per applicable law