

Application no.	Address	Date
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All Permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the building code and other laws. This checklist identifies drawings and documents required for a new building. Please refer to Schedule C of the Building Bylaw for further details.

ITEMS INDICATED BELOW AS [O] required MUST BE PROVIDED BEFORE THIS APPLICATION CAN BE PROCESSED

[✓] provided [X] not applicable [O] required

DRAWINGS & SPECIFICATIONS

General Information

- Designer Qualification/Registration information
- Professional seal and signature on drawings as required
- All drawings drawn to scale and fully dimensioned
- Compass orientation
- Drawing Sets Required (4)

Site Plan & Site Services

- Site Plan Approval documents

Architectural

- Floor plans for all levels, including basement, showing proposed construction and room & space identification, fire separations and listed design numbers
- Mezzanine plan, & construction details
- Enlarged stair and washroom plan details
- Reflected ceiling plans
- Roof Plan showing drainage, access, roof top screening
- Building Elevations & Sections
- Wall Sections, plan and section construction details
- Barrier free entrance and washroom details
- Exit stair enclosure details
- Construction notes, door and hardware schedule, construction specifications

Structural

- Geotechnical report
- Foundation, floor, mezzanine & roof framing plans
- Column and beam schedules, structural sections, details and material specifications
- Design specifications, loading criteria, reference to geotechnical report
- Pre-engineered structural drawings by others

Mechanical (HVAC & Plumbing)

- HVAC floor plans (every level)
- Equipment & Design Specifications
- Fire damper locations, kitchen exhaust equipment
- Plumbing and drainage plans showing all fixtures
- Specifications of plumbing and fire stopping materials

Electrical & Fire Protection

- Electrical supply & distribution floor plans.
- Floor plans showing all fire protection systems (sprinkler, fire alarm, standpipe, life safety)
- Construction notes, specifications and schedules

Other Drawings

- _____
- _____
- _____

OTHER DOCUMENTS

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to General Reviews by Architect & Engineers <input type="checkbox"/> Ontario Building Code Data Matrix <input type="checkbox"/> Flow Control Roof Drainage Declaration (Flat Roof) | <ul style="list-style-type: none"> <input type="checkbox"/> Confirmation of Energy Efficient Design <input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of incomplete application |
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Application received by _____