

## Document Submission Checklist – Interior Alterations

Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents which are required to submit an application to obtain a building permit.

	Description	Req'd	Rec'd	Comments
<b>Required Documentation</b>	*Detailed Construction Drawings (includes floor plans – new and existing, and cross sections)	✓		
	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)	✓		
<b>Other</b>	Letter of Authorization (if applicant is not the owner of the property)			
	Health Unit Approval			May be required for all properties without or only partially served by Municipal Sewer and Water
	Engineered Drawings, Commitment Certificate and Owner's Undertaking			
	Pre-Engineered Framing Drawings (Roof Trusses, LVL, etc.)			
	Approval Documents as required (CCMC, BMEC or Minister's Ruling)			
	Written Cost Estimate			Including material, labour, designer/consulting fees and HST

**\*CONSTRUCTION DRAWINGS, IN PDF FORMAT TO SCALE, ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION. MUST HAVE ALL ROOMS IDENTIFIED AND DIMENSIONED.**

Please be advised that additional information may be required following a full review of your application.