

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 detached or semi-detached houses or townhouses.

**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
- All drawings drawn to scale and fully dimensioned
- Compass orientation
- Drawing sets required (2)
- Building Plans consistent with Site Plan
- Application work description consistent with drawings

**Site Plan**

- Zoning dimensions & areas
- Property lines shown
- Location & dimensions of proposed & existing buildings
- Proposed finished floor elevations
- Site grading plan (proposed & existing grades)
- Owner's & Lot Grading Professional Commitment (Lot Grading New Subdivisions)

**Architectural**

- Existing floor plans (required for additions/alterations)
- Floor plans for every level
- All room names identified
- Building elevations
- Building sections & wall sections
- Stairs, landings, decks, guards and handrail details
- Cathedral ceiling/roof detail
- Details & construction notes/specifications
- Townhouse block plans showing all units and firewalls
- Firewall & party wall sections & details

**Structural**

- Pre-engineered floor system layout
- Roof framing plan - conventional construction
- Roof truss layout and P.Eng sealed shop drawings
- Structural framing plans (on floor plans)

**Mechanical (HVAC)**

- Coordinated floor plans (every level)
- Heat loss/gain calculations & duct design
- Equipment Specification
- Ventilation design summary

**Other Drawings**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHER DOCUMENTS**

- |  |   |
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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Geotechnical report (new subdivision)</li> <li><input type="checkbox"/> Approved Lot Grading Plan</li> <li><input type="checkbox"/> Mechanical Ventilation Design Summary</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> TARION Registration Form</li> <li><input type="checkbox"/> Applicable Law Compliance Checklist</li> <li><input type="checkbox"/> Acknowledgement of incomplete application</li> </ul> |
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Application received by \_\_\_\_\_