

Permit Application Checklist

Pursuant to Section G of an application to Construct or Demolish

Permit Application no.:	Address:	Inspector:
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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.

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

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

DRAWINGS & SPECIFICATIONS

General Information

- Designer Qualification/Registration Information
- All drawings drawn to scale and fully dimensioned
- Drawing sets required (2)
- Building Plans consistent with Plot/Site Plan
- Application work description consistent with drawings

Architectural

- Floor plans for every level showing proposed construction
- All room names identified
- Building elevations
- Building sections & wall sections
- Stairs, landings, decks, guards and handrail details
- Cathedral ceiling/roof details
- Details & construction notes/specifications
- Firewall & fire separation wall sections & details
- Reflected Ceiling Plan/Drop Ceiling
- Woodstove and fireplace construction details
- Professional Seal and Signature (where applicable)
- In floor heating design
- Ontario Building Code Data Matrix

Plumbing

- Plumbing and drainage plans showing all fixtures
- Barrier Free washroom details provided
- Roof drainage (where applicable)
- Specifications of plumbing and fire stopping materials
- Professional Seal and Signature (where applicable)
- Plumbing verification form (contractor/owner)

Plot Plan/Site Plan/Key Plan

- Plot Plan
- Site Plan approval or variance documents provided
- Key plan of building and adjacent tenant use shown

Structural

- Floor system layout
- Roof truss layout
- P.Eng sealed shop drawings (prior to framing for housing)
- Foundation plan
- Structural framing plans (roof, floor)
- Columns, footings and beams structural sections, details and materials
- Pre-engineered structural design (where applicable)
- Professional Seal and Signature (where applicable)

Mechanical (HVAC)

- HVAC floor plans for every level (prior to framing for housing)
- Heat loss/gain calculations & duct design
- Equipment Specification
- Mechanical ventilation design summary
- Fire damper locations
- Professional Seal and Signature (where applicable)

Electrical & Fire Protection

- Electrical supply & distribution floor plans
- Fire Protection systems (sprinkler, fire alarm, standpipe, hydraulic calculations)
- Construction notes, specifications and schedules

OTHER DOCUMENTS

- | | |
|--|---|
| Geotechnical subsoil investigation report | Confirmation of energy efficient design (SB-10, ASHRAE, MNECB, SB-12) |
| Commitment to General Review by Architects and Engineers | Applicable Law Compliance Checklist completed |
| CCMC/BMEC authorization reports | Record of site condition (MOE) |
| Conditional permit disclaimer | Health Unit approval |
| Letter of Use (Industrial/manufacturing uses) | MDS – Farm buildings |
| Accessory Building declaration | Other: |

APPLICANT'S WAIVER

I, _____ Name of applicant acknowledge that the application described above does not meet the requirements of 1.3.1.3.(1) of the 2024 Building Code and hereby waive my right to the permit being issued or refused within the time periods prescribed in the building code. I understand that the items described above must be completed before this application can be fully processed or a permit issued.

I have authority to bind the corporation or partnership (if applicable)

_____ Date

_____ Signature of applicant

A COMPLETE APPLICATION WILL RECEIVE A RESPONSE BETWEEN 2 AND 6 WEEKS DEPENDING ON THE CLASS OF BUILDING AS PER 1.3.1.3 OBC. INCOMPLETE APPLICATIONS WILL BE REVIEWED IN ORDER OF RESUBMISSION.