

Commercial, Industrial, Institutional, and Multi-family Checklist: New or Addition

Building Permit Application Checklist

- Please complete all requirements of application including this checklist.
- Ensure all information is clear, legible and precise.
- Plans must be clean and done in a professional manner. Plans will be reviewed to ensure all National Building Code, National Fire Code, Heritage, Zoning, Landscaping, Engineering, Disposal, Assessment, Utility Regulations and/or Bylaws are met.
- Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” are not acceptable (except for phase permits, if the drawings are not within scope of the current phase)

The **Commercial, Industrial, Institutional, and Multi-family Information Package: New and Addition** provides detailed information and the full requirements of each item identified below.

| Applicant | Office Use Only | Required Items |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | | Check List (this document) |
| <input type="checkbox"/> | | Two copies of all drawings |
| <input type="checkbox"/> | | Building Permit Application Form |
| <input type="checkbox"/> | | Certificate of Title and Map |
| <input type="checkbox"/> | | Heritage Alteration Permit Application (if required) |
| <input type="checkbox"/> | | Site and Landscape Plans (Three copies & emailed PDF) |
| <input type="checkbox"/> | | Zoning Bylaw Analysis Form |
| <input type="checkbox"/> | | Civil Drawings |
| <input type="checkbox"/> | | Connections to City Services (if required) |
| <input type="checkbox"/> | | Building Code Analysis Form |
| <input type="checkbox"/> | | Structural Drawings |
| <input type="checkbox"/> | | Architectural Floor Plans |
| <input type="checkbox"/> | | Building Elevation Drawings |
| <input type="checkbox"/> | | Building Section Drawings (Cross Sections) |
| <input type="checkbox"/> | | Life Safety and Fire Protection Plan |

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| Applicant | Office Use Only | Required Items |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | | Mechanical and Plumbing Drawings |
| <input type="checkbox"/> | | Electrical Drawings |
| <input type="checkbox"/> | | Storage, Dangerous Goods, Hazardous Materials (if required) |
| <input type="checkbox"/> | | Energy Code Forms and Supporting Documentation |