



PERMIT APPLICATION CHECKLIST

Municipal Address , Phone & Fax

NONRESIDENTIAL

Permit Application #:
Date: mm/dd/yy

Project Address
Applicant's Name

NOTE TO PERMIT APPLICANTS:

All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

Documentation required at the time of permit application	Req'd	N/A	Rec'd
Forms / Documents			
Commitment to General Review signed by all project team disciplines			
Building Code Data Matrix or Statement of Design (alternatively include on Architectural Site Plan)			
Land and Building Use Declaration (including identification of any hazardous materials)			
ASHRAE 90.1 Energy Certification Form			
Flow Control Roof Drainage Form (to be filled out by Mechanical & Structural Engineer)			
Geotechnical Investigation Report			
Development Charge Forms			
Architectural Site Plan (Four (4) copies of drawing bearing City Site Plan Approval stamp)			
Property lines, parking, verification of building foot print, building dimensions & setbacks to property lines			
Overall dimensions (width/length) of all buildings			
Zoning summary (summary of permitted/proposed zoning provisions)			
Proposed and existing grades, sidewalk elevations and proposed finished floor elevations of all buildings			
Barrier free curb cuts, parking and ramps and all associated details			
Architectural Drawings (Four (4) sets – all to have Architect's seal)			
Floor plans fully dimensioned, identifying rooms and spaces, wall construction & fire separations (ULC/WH #)			
Reflected ceiling plans and associated details (co-coordinated with Electrical consultant)			
Roof Plan & associated details including any screening requirements for mechanical roof top equipment			
Building Elevations (bearing Site Plan Approval stamp)			
Building cross sections			
Wall sections, Stair sections and plan and section construction details			
Enlarged detail plans (B/F washroom, stair enclosures) and associated details, millwork details			
Door and Room Finish Schedules (if not in specification)			
Structural Drawings (Four (4) sets – all to have Professional Engineer's seal)			
Design specifications c/w loading, deflection, wind uplift and earthquake analysis & reference to Geo Report			
Foundation plan and associated details (piles & caissons)			
Floor framing plans c/w beam & column schedule			
Roof Framing plan (confirm control flow drainage design requirements)			
Structural details pertaining to structural connections, framing or any exterior canopy structures			
Mechanical Drawings (Four (4) sets – all to have Professional Engineer's seal)			
Site servicing drawing (bearing Site Plan Approval Stamp)			
Floor plans for both HVAC and Plumbing c/w equipment schedule			
Roof plan showing drainage and equipment schedule for roof mounted equipment			
Electrical Drawings (Four (4) sets – all to have Professional Engineer's seal)			
Electrical site servicing drawing where separate from Mechanical			
Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment			
Fire alarm system drawings (separate or combined with general electrical drawings) including FA riser detail			
Other Submissions			
Complete Construction Specifications (Architectural, Structural, Mechanical and Electrical)			
Sprinkler shop drawings, sprinkler riser diagram and hydraulic calculations			
Security Hardware including Electromagnetic locking system drawings and details			
Industrial Rack Storage System drawings complete with BMEC authorization			
Schedule 2 Applicable Law (see attached Approvals Checklist)			
Schedule 3 Designer Information (one form for each individual who takes responsibility for design activities)			

APPLICATION STATUS

Signature

This permit application has been accepted and review will commence			
This permit application does not contain the necessary information and has not been accepted			



PERMIT APPLICATION CHECKLIST

Municipal Address, Phone & Fax
DETACHED HOUSING
(NEW & ADDITIONS)

Permit Application #:
Date: mm/dd/yy

Project Address
Applicant's Name

NOTE TO PERMIT APPLICANTS:

All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

Documentation required at the time of permit application	Req'd	N/A	Rec'd
Site Plan (Two (2) sets)			
Property lines and lot area referenced to a current Survey			
Location of all proposed & existing buildings (setbacks to property lines & distance to other buildings)			
Overall dimensions (width/length) of all buildings			
Zoning summary (summary of permitted/proposed zoning provisions)			
Proposed and existing grades and the proposed finished first floor elevations of all buildings			
Floor Plans (Two (2) sets of all floor levels)			
Drawn to scale and fully dimensioned			
Use of every room or space			
All structural framing			
Proprietary floor system layout and manufacturer bearing PEng seal			
Roof truss layout and shop drawings bearing PEng seal			
Location of all plumbing fixtures			
Location of all fireplaces and type of fuel (wood or gas)			
Location of smoke alarms and carbon monoxide detectors			
Elevations (Two (2) sets)			
Area of exposing building face, area & % of glazed openings and required limiting distance			
Exterior finishes (for Exterior Insulation Finish Systems, include name of manufacturer)			
Window/door type, locations and sizes including height of sills above floor			
Roof slope and finish			
Stairs, landings, guards and handrails			
Building Sections (Two (2) sets)			
Floor to floor and floor to ceiling heights			
Footing and foundation wall details including height of grade above basement floor			
Specifications of all floor, wall and roof assemblies			
Underpinning detail where required			
Stairs, landings, guards and handrails			
Construction Details & Notes (Two (2) sets)			
Typical wall section from footings to roof			
Typical roof detail where cathedral ceilings are proposed			
Guard details (reference to SG details or drawings complying with Part 4 design)			
Specifications of all wall, floor and roof assemblies and building materials			
Heating, Ventilation and Air-conditioning (Two (2) sets)			
Heat loss/heat gain/duct calculations			
HVAC drawings			
On-site sewage system design			
Statement of Design			
System drawings and details			
Schedule 1a or 1b Sewage System Installer Information			
Schedule 2 Applicable Law (see attached Approvals Checklist)			
Schedule 3 Designer Information (one form for each individual who takes responsibility for design activities)			

APPLICATION STATUS

		Signature
This permit application has been accepted and review will commence		
This permit application does not contain the necessary information and has not been accepted		

Appendix 2: Documentary Requirements for Housing (New and Additions)

All permit applications for housing projects must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

Site Plan (Two (2) sets)

- Property lines and lot area referenced to a current Survey
- Location of all proposed & existing buildings in relation to property lines & other buildings
- Overall dimensions (width/length) of all buildings
- Zoning summary (summary of permitted/proposed zoning provisions)
- Proposed and existing grades and the proposed finished first floor elevations of all buildings

Floor Plans (Two (2) sets of all floor levels)

- Drawn to scale and fully dimensioned
- Use of every room or space
- All structural framing
- Identification of all building materials and/or reference to a schedule or legend
- Proprietary floor system layout and manufacturer bearing professional Engineer seal
- Roof truss layout and shop drawings bearing professional Engineer seal
- Location of all plumbing fixtures
- Location of all fireplaces and type of fuel (wood or gas)
- Location of smoke alarms and carbon monoxide detectors

Elevations (Two (2) sets)

- Area of exposing building face, area & % of glazed openings and required limiting distance
- Exterior finishes (for Exterior Insulation Finish Systems, include name of manufacturer)
- Window/door type, locations and sizes including height of sills above floor
- Roof slope and finish
- Stairs, landings, guards and handrails

Building Sections (Two (2) sets)

- Floor to floor and floor to ceiling heights
- Footing and foundation wall details including height of grade above basement floor
- Specifications of all floor, wall and roof assemblies
- Underpinning detail where required
- Stairs, landings, guards and handrails

Construction Details & Notes (Two (2) sets)

- Typical wall section from footings to roof
- Typical roof detail where cathedral ceilings are proposed
- Guard details (reference to SG details or drawings complying with Part 4 design)
- Specifications of all wall, floor and roof assemblies and building materials

Heating, Ventilation and Air-conditioning (Two (2) sets)

- Heat loss/heat gain/duct calculations
- HVAC drawings

On-site sewage system design

- Statement of Design
- System drawings and details

Appendix 3: Documentary Requirements for ICI buildings

All permit applications for ICI buildings must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

Forms / Documents

- Commitment to General Review signed by all project team disciplines
- Building Code Data Matrix or Statement of Design (alternatively include on Architectural Site Plan)
- Land and Building Use Declaration (including identification of any hazardous materials)
- ASHRAE 90.1 Energy Certification Form
- Flow Control Roof Drainage Form (to be filled out by Mechanical & Structural Engineer)
- Geotechnical Investigation Report

Architectural Site Plan (Four (4) copies)

- Property lines and lot area referenced to a current Survey
- Location of building in relation to property lines, streets, fire routes, parking areas and other buildings
- Overall dimensions (width/length) of all buildings, fire access routes, driveways and entrances
- Zoning summary (summary of permitted/proposed zoning provisions)
- Proposed and existing grades, landscaped areas, sidewalk elevations and proposed finished floor elevations of all buildings
- Barrier free curb cuts, parking and ramps and all associated details

Architectural Drawings (Four (4) sets (all to have Architect's seal where required))

- Floor plans fully dimensioned, identifying rooms and spaces, wall construction & fire separations (ULC/WH #)
- Reflected ceiling plans and associated details (co-coordinated with Electrical consultant)
- Roof Plan & associated details including any screening requirements for mechanical roof top equipment
- Building Elevations (bearing Site Plan Approval stamp)
- Building cross sections
- Wall sections, Stair sections and plan and section construction details
- Enlarged detail plans (B/F washroom, stair enclosures) and associated details, millwork details
- Door and Room Finish Schedules (if not in specification)

Structural Drawings (Four (4) sets (all to have Professional Engineer's seal where required))

- Design specifications c/w loading, deflection, wind uplift and earthquake analysis & reference to Geotechnical Report
- Foundation plan and associated details (piles & caissons)
- Floor framing plans c/w beam & column schedule
- Roof Framing plan (confirm control flow drainage design requirements)
- Details pertaining to structural connections, framing or any exterior canopy structures

Mechanical Drawings (Four (4) sets (all to have Professional Engineer's seal where required))

- Site servicing drawing
- Floor plans for both HVAC and Plumbing c/w equipment schedule
- Roof plan showing drainage and equipment schedule for roof mounted equipment

Electrical Drawings (Four (4) sets (all to have Professional Engineer's seal where required))

- Electrical site servicing drawing where separate from Mechanical
- Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment
- Fire alarm system drawings (separate or combined with electrical drawings) including FA riser/zoning

Other Submissions (where applicable)

- Complete Construction Specifications (Architectural, Structural, Mechanical and Electrical)
- Security Hardware including Electromagnetic locking system drawings and details
- Industrial Rack Storage System drawings complete with BMEC authorization

Appendix 1: Permit Application Review

Row	Code Reference (Sentence)	Action required to confirm a complete permit application	
1	2.4.1.1.B (5)(a)	The permit application be in a form approved by the Minister	<ul style="list-style-type: none"> Confirm the permit application is made on the form approved by the Minister
2	2.4.1.1.B (5)(b)	The permit application be signed by the owner of the property <i>or</i> the authorized agent of the owner	<ul style="list-style-type: none"> Confirm that the application is signed by the owner or a person authorized by the owner to serve on their behalf (Declaration)
3	2.4.1.1.B (5)(c)	That all applicable fields on the application form and required schedules are completed	<ul style="list-style-type: none"> Confirm all applicable fields on application are completed Confirm Schedule 1(a) or 1(b) for On-Site Sewage Systems is completed and submitted where applicable Confirm Schedule 2 Applicable Law is completed and submitted where applicable (see Row 4 below) and develop a municipal checklist of all applicable laws to assist counter staff in notifying applicant of required approvals <i>or</i> amend Schedule 2 (see attached (Revised Draft) Schedule 2 Applicable Law). Confirm Schedule 3 Designer Information forms are completed for each designer and that the designer(s) are qualified in accordance with the regulations. Establish procedures for the prompt and accurate retrieval of designer qualifications and reject applications where they are not properly qualified.
4	2.4.1.1.B (5)(d)	That all attachments indicated as being attached to the application are submitted with the application	<ul style="list-style-type: none"> Confirm what applicable laws are relevant prior to accepting the application and ensure evidence of the approval is submitted with the application and reject where they are not <i>or</i> Accept the applicable laws identified by the applicant (if any) on Schedule 2 and ensure they are submitted with the application and notify the applicant within the prescribed time period once other required approvals are identified.
5	2.4.1.1.B (5)(e)	That the application be accompanied by the types of plans and specifications that are prescribed by the Building By-law	<ul style="list-style-type: none"> Establish documentary standards and confirm through the use of a municipal permit application checklist that the application is accompanied by the type and quantity of documentation set out in the municipal Building By-law for each class of permit and reject and advise where it does not (see samples attached) <i>or</i> Accept the application with known deficiencies and advise the applicant of the deficiencies in the form of a checklist. Consider whether such a checklist would satisfy the requirement for providing all of the reasons in writing.

A) Project Information			
Name of Permit Applicant			
Full Address of Project		Unit Number	Lot/Concession
Building Number	Street Name		
Municipality		Plan Number	Lot/Parcel Number

**Check applicable laws affecting this application and attach documents that establish compliance with such law
[O.B.C. Sentence 1.1.3.3.(1)]**

	Section 2 of the <i>Cemeteries Act</i>
	Section 5 of the <i>Charitable Institutions Act</i>
	Section 5 of Regulation 262 made under the <i>Day Nurseries Act</i>
	Section 9(1) of Regulation 263 made under the <i>Dead Animals Act</i>
	Section 194 of the <i>Education Act</i>
	Section 195 of the <i>Education Act</i>
	Section 197 of the <i>Education Act</i>
	Section 6 of Regulation 314 made under the <i>Elderly Persons Centres Act</i>
	Section 5 of the <i>Environmental Assessment Act</i>
	Section 9 of the <i>Environmental Protection Act</i>
	Section 46 of the <i>Environmental Protection Act</i>
	Section 9 of Regulation 469 made under the <i>Funeral Directors and Establishments Act</i>
	Section 14 of the <i>Homes for the Aged and Rest Homes Act</i>
	Section 14 of the <i>Milk Act</i>
	Section 4 of Regulation 832 made under the <i>Nursing Homes Act</i>
	Section 30 of the <i>Ontario Heritage Act</i>
	Section 33 of the <i>Ontario Heritage Act</i>
	Section 34 of the <i>Ontario Heritage Act</i>
	Section 42 of the <i>Ontario Heritage Act</i>
	Section 41 of the <i>Planning Act</i>
	Sections 24 and 46 of the <i>Planning Act</i>
	Section 33 of the <i>Planning Act</i>
	Section 47(1) of the <i>Planning Act</i>
	Zoning By-laws made under Sections 34 or 38 of the <i>Planning Act</i>
	Section 22 of the <i>Private Hospitals Act</i>
	Section 22.1 of the <i>Private Hospitals Act</i>
	Section 4 of the <i>Public Hospitals Act</i>
	Section 2 of Ontario Regulation 453/96 made under the <i>Public Lands Act</i>
	Section 34 or 38 of the <i>Public Transportation and Highway Improvement Act</i>
	Sections 28 and 53 of the <i>Development Charges Act, 1997</i>
	Sections 257.83 and 257.93 of the <i>Education Act</i>
	<i>Subsection 5(4) of the Environmental Assessment Act</i>
	<i>Subsection 133(4) of the Municipal Act</i>
	<i>Subsection 24(3) of the Niagara Escarpment Planning and Development Act</i>
	Subsections 4(3) and (5) of Regulation 832 made under the <i>Nursing Homes Act</i>
	Clause 7(2)(a) of the <i>Oak Ridges Moraine Conservation Act, 2001</i>
	Regulations made under Clause 28(1) of the <i>Conservation Authorities Act</i>
	By-laws made under Section 22 of the <i>Theatres Act</i>
	By-laws made under any private Act that prohibit the construction or demolition of a building

LIST OF APPLICABLE LAWS - ONTARIO REGULATIONS 305/03

	Applicable Law	Description of Construction	Form of Approval
1.	Section 2 of the <i>Cemeteries Act</i> (Revised)	To the establishment, alteration or increase in capacity of a crematorium.	Approval of registrar for construction of crematorium.
2.	Section 5 of the <i>Charitable Institutions Act</i> .	To review the site and plans for a new building or an addition to an existing building used or to be used as a charitable institution.	Approval of Minister for construction of charitable institution.
3.	Section 5 of Regulation 262 of the Revised Regulations of Ontario 1990, made under the <i>Day Nurseries Act</i> .	The approval of plans for a new building to be erected or an existing building to be used altered or renovated for use as a day nursery or for alterations or renovations to be made to premises used by a day nursery.	Approval of Director or Minister for construction of building.
4.	Subsection 9(1) of Regulation 263 of the Revised Regulation of Ontario, 1990 under the <i>Dead Animal Disposal Act</i> .	To the construction of premises for use as a receiving or rendering plant.	Notification of Director for construction of plant.
5.	Section 194 of the <i>Education Act</i> .	For the demolition of building.	Approval of Minister for demolition.
6.	Section 195 of the <i>Education Act</i> .	For the erection of school buildings and for the making of an addition, alteration or improvement to a school building.	Approval of Minister for construction of building.
7.	Section 197 of the <i>Education Act</i> .	For the erection, addition to or alteration of buildings on a school site.	Approval of Minister for construction of building.
8.	Section 6 of Regulation 314 of the Revised Regulations of Ontario, 1990 made under the <i>Elderly Persons Centres Act</i> .	For construction of a building project.	Approval of Minister for construction of building.
9.	Section 5 of the <i>Environmental Assessment Act</i> .	To proceed with an undertaking of environmental assessment.	Approval of Minister or Environmental Review Tribunal for commencement of undertaking.
10.	Section 9 of the <i>Environmental Protection Act</i> .	For the construction, alteration, extension or replacement of a structure that may discharge a contaminant or from which a contaminant may be discharged.	Certificate of approval issued by the Director.
11.	Section 46 of the <i>Environmental Protection Act</i> .	To use land or land covered by water that has been used for the disposal of waste.	Approval of Minister for use of former waste disposal sites.
12.	Section 9 of Regulation 469 of the revised regulation of Ontario, 1990 made under the <i>Funeral Directors and Establishments Act</i> .	Architectural plans or drawings of the proposed construction or alteration of the funeral establishment has been provided.	Notification of Registrar of construction of a funeral establishment.

	Applicable Law	Description of Construction	Form of Approval
13.	Section 14 of the <i>Homes for the Aged and Rest Homes Act</i> .	For the erection or alteration of a building for use as a home or a joint home.	Approval from Minister for construction of building
14.	Section 14 of the <i>Milk Act</i> .	For the construction or alteration of any building intended for use as a plant.	Permit from Director to construct or alter a plant
15.	Section 4 of the Regulation 832 of the Revised Regulations of Ontario, 1990, made under the <i>Nursing Home Act</i> .	To the construction, alteration, addition to or renovation of a nursing home or conversion of an existing building into a nursing home.	Approval of Director to the plans and specification for construction of a nursing home.
16.	Section 33 of the <i>Ontario Heritage Act</i> .	For the alteration of designated property.	Consent of the council of the municipality
17.	Section 34 of the <i>Ontario Heritage Act</i> .	For a demolition of a designated building.	Consent of the council of the municipality.
18.	Section 42 of the <i>Ontario Heritage Act</i> .	For the erection, alteration or demolition of a building in a designated heritage conservation districts.	Consent of the council of the municipality.
19.	Section 41 of the <i>Planning Act</i>	For the construction or alterations of any building under site plan control area	Approval of plans & drawings by the Council of the municipality or the Municipal Board
20.	Section 22 of the <i>Private Hospitals Act</i> .	For the alteration or renovation of a house that is used as private hospital	Approval of Minister for construction.
21.	Section 4 of the <i>Public Hospital Act</i>	For addition buildings or facilities to be added to a hospital	Approval of Minister for construction
22.	Section 2 of Ontario Regulation 453/96 made under the <i>Public Lands Act</i> .	The construction or placement of a building on public land.	Work permit - construction
23.	Section 34 or 38 of the <i>Public Transportation and Highway Improvement</i>	For the placement, erection or alteration of building or other structure or the use of land	Approval for Minister and/or permit.
24.	Section 28 and 53 of the <i>Development Charges Act, 1997</i> .	Withholding of building permits	Payment of development charges
25.	Section 257.83 and 257.93 of the <i>Education Act</i> .	Withholding of building permits	Payment of education development charges.
26.	Subsection 5(4) of the <i>Environmental Assessment Act</i> .	For construction or alteration of building which will discharge contaminants	Certificate of approval for Minister
27.	Subsection 133(4) of the <i>Municipal Act, 2001</i> .	To fortification of buildings	Municipal approval for compliance with fortification by-laws
28.	Subsection 24(3) of the <i>Niagara Escarpment Planning & Development Act</i>	Withholding of building permits	Minister issues Development Permits
29.	Subsection 4(3) and (5) of Regulation 832 of the Revised Regulations of Ontario, 1990	Made under the Nursing Home Act.	for compliance with fortification by-law
30.	Clause 7(2) (a) of the <i>Oak Ridge Moraine Conservation Act, 2001</i> .		
31.	Section 30 of the <i>Ontario Heritage Act</i> .	No construction, alterations or demolitions of building	Where a notice of intention to pass a by-law designating properties.
32.	Section 24 and 46 of the <i>Planning Act</i> .		

	Applicable Law	Description of Construction	Form of Approval
33.	Section 33 of the <i>Planning Act</i> except where, in the case of the demolition of a residential property, a permit to demolish the property is obtained under the Section.		
34.	Clause 47(1)(a) of the <i>Planning Act</i>		
35.	Subsection 22(1) of the <i>Private Hospitals Act</i>		
36.	Clause 28(1)(c) of the <i>Conservation Authorities Act</i>	Construction which may affect conservation area.	Approval from the Minister.
37.	By-laws made under Section 34 or 38 of the <i>Planning Act</i> or under Section 3 of the <i>Ontario Regulation 246/01</i> made under the Act.		
38.	By-laws made under Section 22 of the <i>Theatres Act</i> .	Prohibit the construction of theatre within sixty metres of a church or place of worship.	Local municipality may pass a by-law.
39.	By-laws made under any <i>private Act</i> that prohibits the proposed construction or demolition of the building unless the by-law made is complied with.		

List of Applicable Laws - Ont. Regulations. wpd

Revised: 2005-01-18.