

Building Permit Application Checklist

- Complete all requirements of the application, including this checklist
- Ensure all information is clear, legible, and precise
- 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
- Plans stamped with 'not for construction', 'preliminary' or 'for permit purposes only' are not acceptable, except for phased permits where the drawings are not within the scope of the current phase

Ensure the following documents are part of the permit application:

	Required Items (for all projects)
<input type="checkbox"/>	Building Permit Application Form (signed by legal landowner, as shown on title)
<input type="checkbox"/>	Checklist (this document)
<input type="checkbox"/>	Building Code Analysis Form
<input type="checkbox"/>	Zoning Bylaw Analysis Form
	As Applicable – Building Permit Information:
<input type="checkbox"/>	Addressing plan of the proposed site
<input type="checkbox"/>	Architectural Drawings
<input type="checkbox"/>	Building Elevation Drawings
<input type="checkbox"/>	Building Section Drawings (cross sections)
<input type="checkbox"/>	Electrical Drawings (including fire alarm system drawings)
<input type="checkbox"/>	Energy Code Forms and Supporting Documentation
<input type="checkbox"/>	Life Safety and Fire Protection Plan
<input type="checkbox"/>	Mechanical and Plumbing Drawings
<input type="checkbox"/>	Storage, Dangerous Goods, Hazardous Materials (if required)
<input type="checkbox"/>	Structural Drawings (including the foundation system and superstructure)
	As Applicable – Development Permit Information:
<input type="checkbox"/>	Certificate of Title and Map
<input type="checkbox"/>	Civil Drawings
<input type="checkbox"/>	Connections to City Services (if required)
<input type="checkbox"/>	Heritage Alteration Permit Application (if required)
<input type="checkbox"/>	Site and Landscape Drawings