



Commercial/Industrial/Institutional Building Permit Application Check List Requiring Professional Involvement

The following items are required for plan review:		YES	N/A
	Legible plans drawn to scale, showing conformance to applicable codes. Plans cannot be completed if copyright violations exist.		
	SITE PLANS		
	2 SETS of scaled site plans with dimensions of boundaries and north arrow.		
	Site plans must include grade levels to an established pattern, locations and setbacks from other buildings on the property and property lines, access routes for fire department, storm water control, location of fire hydrants and utilities, curbs/side walks and elevations of such, and parking stalls as required.		
	BLUE PRINTS		
	2 SETS of legible scaled plans (not less than 1:100) These plans must include: 1) Name of the owner. 2) Categorization of the building (building classification). 3) Name of Architect c/w seal. 4) Names of Engineers or Designer c/w seals. FLOOR PLANS that include: 1) Dimensions of all rooms. 2) A description of the purpose of the rooms. 3) The locations of all walls, partitions, doorways, windows and other openings. 4) The finish of all walls, floors and ceilings. 5) The location and description of all fixed equipment. 6) Barrier free details (re: washrooms, ramps, barrier free entrances, parking stalls, etc). 7) Building sections, elevations and details sufficient to determine if the proposed work meets the requirements of the code. 8) If the construction is an addition to an existing structure the entire building area must be noted.		
	OTHER DETAILS 1) Fire protection and fire stopping details. 2) Structural details. 3) Egress details (IE-travel distances).		

	4) Heating, ventilation and air conditioning details. 5) Electrical details.		
	SCHEDULES 1) Schedules A1, A2, B1, B2 Structural, Architectural, Mechanical, Electrical, and Geotechnical.		

**Checklist must be completed by applicant prior to submittal.
 Minor changes or notes on submitted plans may be in blue or black ink.**

RED INK IS RESERVED FOR DEPARTMENT.

I have read and agree that all the above information I have checked as “Yes” on the check list is represented on the drawings I have submitted.

Address of property: _____

 Signature of Applicant

 Applicant’s Name Printed

NOTE: Any missing or incorrect information will delay the permit issuance.