



Commercial/Industrial/Institutional Building Permit Application Check List For Interior Renovations

	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). FLOOR PLANS that include: 1) Dimensions of all rooms for entire occupancy with the areas of renovation identified. 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, if more than one floor is being affected.		
	OTHER DETAILS 1) Fire protection and fire stopping details. 2) Structural details, if load bearing elements are being affected. 3) Egress details (IE-travel distances). 4) Heating, ventilation and air conditioning details if changes are necessary. 5) Electrical details if electrical changes are being made.		

**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.