



Residential Building Permit Application Check List

SINGLE FAMILY, DUPLEX, TRIPLEX, ETC.

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 grades at all four building corners, top of garage slab and top of footings.		
	Location of existing or proposed structure(s) or additions, including porches, decks, eave overhangs, chimneys and cantilevers.		
	Distances from the structure to property lines.		
	Names of existing streets or roads.		
	BLUE PRINTS (construction plans)		
	2 SETS of legible scaled plans. (preferred scale of 3/16" or larger) FLOOR PLANS for all levels complete with floor area of developed spaces, deck and patio floor area, pad/footing sizes and reinforcement, window sizes and types, door sizes, locations of smoke and co detectors, roof access panel location, ceiling fan locations. CROSS SECTIONS complete with all construction details including tall wall design details if necessary, concrete slab thicknesses, footing and foundation wall type and height, damp proofing, wall and footing reinforcement, strength and type of concrete, framing material used, insulation (R value- and type used), vapour barrier -if spray foam insulation is being used we need to know the thickness and brand name, wall heights, landing sizes, stair widths and riser heights, wall and roof finishes (osb or plywood thicknesses), wall and roof finishes, roof slope). ELEVATIONS -Must include front, rear and two side walls. -Calculations of unprotected openings based on site specific limiting distances.		
	Floor joist and roof truss layouts complete with point load calculations, beam types and sizes		
	Form C- signed copy of exterior wall claddings- Part 9 buildings		

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.