



Permits and Inspections Division
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SINGLE FAMILY DWELLING OR DUPLEX

eAPPLICATION CHECKLIST

Interior Alterations, Change of Use

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with “not for permit”, “not for permit application”, or similarly identified as not being suitable for the purpose of Building Permit application are not acceptable.

Digital Application must adhere to the following file naming and submission standards.

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf
 The Application Requirements list below includes document titles which are bolded and underlined for reference.
 Example: the pdf of the application form would be named as **2018-01-25 application form.pdf**
- **Separate Files Required:** Each applicable document required for application must be a separate file.
- **Digital Files must be submitted on a USB Data Drive which will be returned upon acceptance of application.**

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

APPLICATION REQUIREMENTS	FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	
<input type="checkbox"/> APPROVED DEVELOPMENT APPROVAL IF ZONING REGULATIONS REQUIRE	
<input type="checkbox"/> APPLICATION FEE	
PERMIT DOCUMENTS	
<input type="checkbox"/> (pdf) BUILDING PERMIT <u>APPLICATION FORM</u> (SECTION A & SECTION B – PART 3)	
<input type="checkbox"/> (pdf) <u>STRATA APPROVAL LETTER</u> (IF APPLICABLE)	
<input type="checkbox"/> (pdf) COMPLETED <u>HYDRAULIC LOAD CALCULATION</u> (IF APPLICABLE – ADDITIONAL FIXTURE LOADS)	
<input type="checkbox"/> (pdf) <u>SCHEDULE A & B</u> – (AS APPLICABLE) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
(PDF) 3 SETS OF <u>BUILDING PLANS</u> (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:	
SITE PLAN IF APPLICABLE WHERE PROPOSED WORK IS SUBJECT TO REVIEW OF EXISTING SITE CONDITIONS. SUBJECTIVITY IS BASED ON PARKING AND SERVICE UPGRADE REQUIREMENTS. METRIC 1:100 or 1:200	
<input type="checkbox"/> NORTH ARROW	
<input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/> PROPERTY LINES	
<input type="checkbox"/> SITE AREA AND COVERAGE	
<input type="checkbox"/> FRONT, SIDE AND REAR YARD DIMENSIONS	

APPLICATION REQUIREMENTS - CONTINUED ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	FOR OFFICE USE
<input type="checkbox"/> ADJACENT CITY STREETS, LANES AND ADJACENT LOTS	
<input type="checkbox"/> RIGHT-OF-WAY SETBACKS, EASEMENTS AND UTILITY RIGHT-OF-WAY, IF ANY	
<input type="checkbox"/> FOUNDATION OUTLINE OF THE DWELLING, CANTILEVERS, DECKS, AND OTHER PROJECTIONS	
<input type="checkbox"/> DIMENSION THE DISTANCE FROM THE PROPERTY LINES TO THE FOUNDATION, CANTILEVERS, DECKS, PORCHES, AND OTHER PROJECTIONS	
<input type="checkbox"/> PROVIDE GEODETICS FOR ROOF PEAK, MAIN FLOOR (TOJ), AND FOOTING (ATF)	
<input type="checkbox"/> OUTLINE OF ACCESSORY BUILDINGS NOTE: A SEPARATE BUILDING PERMIT IS REQUIRED FOR ACCESSORY BUILDINGS	
<input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE	
<input type="checkbox"/> LOCATION OF WINDOW WELLS	
<input type="checkbox"/> PARKING AREA, INCLUDING DIMENSIONED DEPTH AND WIDTH IF NO GARAGE	
<input type="checkbox"/> SURFACE TREATMENT OF PARKING AREA	
<input type="checkbox"/> SHOW ALL TREES ON THE PROPERTY AND ADJACENT BOULEVARD AND INCLUDE INFORMATION ON SPECIES AND DIAMETER OF EACH	
<input type="checkbox"/> SITE SERVICING DETAILS IF REQUIRED	
<input type="checkbox"/> PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)	
FLOOR PLANS	
<input type="checkbox"/> PROPOSED ROOM(S) LAYOUT	
<input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS	
<input type="checkbox"/> DESIGNATION OF THE USE OF EACH ROOM, SIZE OF EACH ROOM, AND THE TOTAL AREA OF EACH FLOOR TO BE DEVELOPED	
<input type="checkbox"/> DETAILS OF STRUCTURAL CHANGES, IF PROPOSED	
<input type="checkbox"/> WINDOW LOCATIONS, SIZES AND OPENING FUNCTION (FOR BEDROOM EGRESS, SLIDER TYPE WINDOWS ARE PREFERRED; BUT, OTHER TYPES MAY BE ACCEPTABLE AND CAN BE REVIEWED ON AN INDIVIDUAL BASIS)	
<input type="checkbox"/> DOOR LOCATIONS AND SIZES	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<input type="checkbox"/>	DOOR LOCATIONS AND SIZES	
<input type="checkbox"/>	SMOKE DETECTOR(S), CARBON MONOXIDE DETECTOR(S) AND BATHROOM FAN LOCATIONS	
ELEVATIONS IF APPLICABLE WHERE PROPOSED WORK IS SUBJECT TO REVIEW OF EXISTING BUILDING. SUBJECTIVITY IS BASED ON CODE REQUIREMENTS FOR WINDOWS AND EXIT DOORS.		
<input type="checkbox"/>	LABELLED ELEVATION DRAWINGS OF ALL SIDES OF THE BUILDING	
<input type="checkbox"/>	LOCATION AND DIMENSIONS OF ALL WINDOWS, DOORS, OPENINGS, ENTRY STAIRS AND DECKS	
<input type="checkbox"/>	EXTERIOR FINISHES	
CROSS SECTION IF APPLICABLE WHERE PROPOSED WORK IS SUBJECT TO REVIEW OF EXISTING BUILDING. SUBJECTIVITY IS BASED ON CODE REQUIREMENTS FOR CEILING HEIGHTS, SOUND TRANSMISSION AND FIRE RESISTANCE RATINGS		
<input type="checkbox"/>	TYPICAL CONSTRUCTION ASSEMBLIES INCLUDING, AS APPLICABLE, FIRE RESISTANCE RATINGS AND SOUND TRANSMISSION RATINGS	
<input type="checkbox"/>	CEILING HEIGHTS	
<input type="checkbox"/>	STAIR DIMENSIONS	

FOR OFFICE USE:								
BUILDING INSPECTOR: _____								
BLDG	PLUM	ELEC	ZON	FIRE	PARKS	LAND	U/G	TRAN
<input type="checkbox"/>	<input type="checkbox"/> NO SERVICE UPGRADE	N/A	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
	<input type="checkbox"/> YES SERVICE UPGRADE	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A (NO PLUMBING)	N/A	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
ZON	N/A IF: NOT HERITAGE; NO CHANGE OF USE							
SCREENED BY:					DATE:			
PROJECT ADDRESS:								