



Permits and Inspections Division
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INTERIOR STRIPOUT eAPPLICATION CHECKLIST All Buildings

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"/> APPLICATION FEE	
<input type="checkbox"/> (pdf) BUILDING PERMIT <u>APPLICATION FORM</u> (SECTION A & SECTION B – PART 5)	
<input type="checkbox"/> (pdf) <u>STRATA APPROVAL LETTER</u> (IF APPLICABLE)	
<input type="checkbox"/> pdf) <u>SCHEDULES</u> – (AS APPLICABLE WHERE STRUCTURAL ALTERATION ARE INCLUDED) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
3 SETS OF PLANS (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:	
(pdf) <u>FLOOR PLANS</u>	
<input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE TOTAL FLOOR AREA OF EACH FLOOR	
<input type="checkbox"/> LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED	
<input type="checkbox"/> INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED	

SCREENED BY:	DATE:
PROJECT ADDRESS:	