



Building Permit Application Checklist for Commercial, Industrial, Multifamily & Institutional Buildings

Address: _____

Project name: _____

REQUIRED DOCUMENTATION (as per current Building Bylaw)	Received	Not required	Required	# Drawings
ARCHITECTURAL DRAWINGS Prepared by: _____ (name of Architectural firm)				
Cover Sheet (index sheet)				
Site Plan				
Code compliance Plans				
Elevation Plans				
Foundation Plans				
Floor Plans				
Cross Section Plans				
Detail Plans				
Window, Door, Wall Schedules				
Other (Please specify)				
Other (Please specify)				
Drawings signed & sealed by a Professional				
Sealed Letter of Assurance (Schedule B as per '06 BCBC)				
Liability Coverage Summary (Expiry date: _____)				
STRUCTURAL DRAWINGS Prepared by: _____ (name of Consulting firm)				
Foundation Plans				
Framing Plans (Floor, Walls & Mezzanine)				
Detail Plans				
Shoring Plans				
Other (Please specify)				
Drawings signed & sealed by a Professional Engineer				
Sealed Letter of Assurance (Schedule B as per '06 BCBC)				
Liability Coverage Summary (Expiry date: _____)				
LANDSCAPE PLAN Prepared by: _____ (name of Consulting firm)				
Drawings signed and sealed by a Landscape Architect				
Sealed Letter of Assurance (L1/L2 Schedules)				
Landscape Cost Analysis				
Landscape Securities paid				
PLUMBING DRAWINGS Prepared by: _____ (name of Consulting firm)				
Plumbing Layout Plans (showing location of all pipe work and interior oil and grit interceptors)				
On-Site Civil Servicing (including fire hydrant locations, drainage basins, manholes, etc)				
Sprinkler Design Plans				
Off-Site Civil Plan				
Other (Please specify)				
Other (Please specify)				
Drawings signed and sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B as per '06 BCBC)				
Liability Coverage Summary (Expiry date: _____)				
REQUIRED DOCUMENTATION	Received	Not required	Required	# Drawings
MECHANICAL DRAWINGS Prepared by: _____ (name of Consulting firm)				
HVAC Plans				
Other				
Other				
Drawings signed & sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B as per '06 BCBC)				
Liability Coverage Summary (Expiry date: _____)				

REQUIRED DOCUMENTATION		Received	Not required	Required	# Drawings
ELECTRICAL DRAWINGS Prepared by: _____ (name of Consulting firm)					
Electrical Layout Plan for the entire project drawings showing the following: Design data load calculations for the service, Fault current calculations, Grounding etc					
Electrical Main Switch Size (Voltage - one or three phase)					
Site Service Plans					
Electrical Detail Plans					
Drawings signed & sealed by the Professional Engineer					
Sealed Letter of Assurance (Schedule B as per '06 BCBC)					
Liability Coverage Summary (Expiry date: _____)					
CIVIL DRAWINGS Prepared by: _____ (name of Consulting firm)					
Site Servicing Plan showing Site Drainage (Lot Grading Plan)					
Drawings signed & sealed by the Professional Engineer					
Sealed Letter of Assurance (Schedule B as per '06 BCBC)					
Liability Coverage Summary (Expiry date: _____)					
ADDITIONAL DRAWINGS Prepared by: _____ (name of Consulting firm)					
Architectural (reduced to 11" x 17") for Fire Dept use on CD (PDF's)					
WATER COURSE PROTECTION BYLAW					
Erosion and sediment control plan					
Schedule A					
Schedule D					
Schedule E					
Other (Please specify)					
ADDITIONAL ITEMS					
2006 Building Code Analysis Review (sealed)					
Commitment by Owner Letter (Schedule A as per '06 BCBC)					
Owner Acknowledgement Letter					
Sealed Soils (Geotechnical) Report					
Sealed Geotech Letter of Assurance (Schedule B as per '06 BCBC)					
Liability Insurance coverage summary for the Geotech. P.Eng.					
Sealed Fire Suppression Systems Letter of Assurance (B1/B2 Schedules)					
Liability Insurance coverage summary (Fire Suppression Systems)					
Project Specifications					
Address Plans for Multi-Tenant Buildings					
HPO Form					
Alternate Solution Proposal					
Electrical Service Load Calculation & One Line Schematic Plan					
Plumbing Service Load Calculations & One Line Schematic Plan					
Other approvals (septic disposal, etc) _____					
Topographical Survey Plan					
Highway use permit					
Development Permit Securities					
Other Securities					
Hazardous Materials Report					
Health Dept "septic system filing" for new septic disposal fields					
Municipal Reliance upon Plan Certification by Reg. Professionals					
Fire Dept Approval Plans					
MISCELLANEOUS COMMENTS					
Note: The Coordinating Professional and the Owner of the property must have their signatures on the Building Permit Application Form prior to the Application being made.					