



PERMIT APPLICATION PROCESS CHECKLIST

COMMERCIAL BUILDINGS

REQ'D	REC'D	
		Detailed Site Plan (showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic and legal address, wells, septic, driveway location, watercourses, ponds or rivers, and street location). Highlight new construction. Site plan to match that submitted for lot grading and LSRCA approval.
		Design Criteria (Matrix)
		2 sets of Foundation Plans (spacing/size of beams, open web steel joists, spacing/size of floor joists, footing type, size/spacing)
		2 sets of Floor Plans for existing buildings (dimensions of building interior, location of stairs, location of existing neighboring suites and their uses)
		2 sets of Cross Sections
		2 sets of Elevation drawings (including height of building and parapets and any openings with lintel sizes)
		2 Sets of Building Specifications
		Heat Loss Calculations
		Parking plan showing accurate number of spaces, if change of use
		Roof Details, check for rafter size/span/spacing, ceiling joist size/span/spacing
		Site Plan approval – Engineering Department
		A letter of undertaking, and general review commitment certificated for any buildings of A, B, F1 Major Occupancy, or any building of C, D, E, F2 Major Occupancy greater than 600m ² in building area, or more 3 stories in building height. Drawings must be sealed by the consultants if it meets the above criteria
		Schedule 1 - Designer
		Part 8/MOE Sewage System Approval if applicable
		Lot Grading Approval
		Conservation Authority approval if applicable
		Letter of Authorization signed by owner

This checklist constitutes a preliminary review to determine suitability of drawings for Zoning/Building Permit application only. A further review will be completed by the Zoning Examiner and Plans Reviewer, at which time more information and/or amendments to the drawings may be required.