

## PERMIT APPLICATION CHECKLIST

Consider The Items On The List Below As They May Be  
Required To Be Submitted With Your Application

✓ Items included in my application package:	Office Use
<input type="checkbox"/> <b>Building/Development Permit Application Form</b> – Signed and Completed	
<input type="checkbox"/> <b>Owner's Authorization</b> (signed by Property Owner)	
<input type="checkbox"/> <b>Complete Site Plan</b>	
<input type="checkbox"/> <b>Total Construction Costs</b> (building, structural, mechanical, plumbing, electrical, labour, etc.)	
<input type="checkbox"/> <b>Building Plans</b> – drawn to scale, including as required: <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor plan showing room use dimensions, doors and windows;</li> <li><input type="checkbox"/> Heating, ventilation and mechanical appliances;</li> <li><input type="checkbox"/> Carbon monoxide and smoke alarms;</li> <li><input type="checkbox"/> Size, spacing and span of floor, wall, lintel, roof and other framing members;</li> <li><input type="checkbox"/> Stairs and landings, including tread width, rise, run, headroom, guards and handrails;</li> <li><input type="checkbox"/> Building elevations showing grade, siding, roofing, windows, doors and chimney, and building height;</li> <li><input type="checkbox"/> Slope of roof and details of roofing, flashing and eave protection;</li> <li><input type="checkbox"/> Typical cross section, taken through the structure from the footing to the roof, showing: footing and foundation, drain and slab details, floor assembly construction, wall assembly construction; roof assembly construction.</li> </ul>	
<input type="checkbox"/> <b>Foundation</b> (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Standard Forms; <input type="checkbox"/> Frost Wall; <input type="checkbox"/> Slab on Grade;</li> <li><input type="checkbox"/> CSA Z240.10.1-08 Mobile Home Foundation; <input type="checkbox"/> Insulated Concrete Forms(ICF);</li> <li><input type="checkbox"/> Preserved Wood Foundation; <input type="checkbox"/> Other</li> </ul>	
<input type="checkbox"/> <b>Garage Foundation</b> (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Standard Forms; <input type="checkbox"/> Frost Wall; <input type="checkbox"/> Slab on Grade; <input type="checkbox"/> Insulated Concrete Forms (ICF);</li> <li><input type="checkbox"/> Other</li> </ul>	
<input type="checkbox"/> <b>Floor System</b> (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Standard Floor Joist; <input type="checkbox"/> TGI Engineer Floor – Submit Engineered Layout (Shop Drawings)</li> </ul>	
<input type="checkbox"/> <b>Truss Documents:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional Engineered &amp; Stamped with Seal Submitted;</li> <li><input type="checkbox"/> Truss Layout Submitted (Shop Drawings)</li> </ul>	
<input type="checkbox"/> <b>Plumbing:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plumbing Drawings Submitted showing sizes &amp; locations of drainage pipes, water pipes and fixtures</li> </ul>	
<input type="checkbox"/> <b>Deck Foundation</b> (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Concrete Piles; <input type="checkbox"/> Steel Screwed Piles; <input type="checkbox"/> On Grade Blocking</li> </ul>	
<input type="checkbox"/> <b>Manufactured / Modular Homes:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manufacturer's Name &amp; Date of Manufacture; <input type="checkbox"/> Model and Size of Unit;</li> <li><input type="checkbox"/> Foundation Plans showing anchoring system details and service connections;</li> <li><input type="checkbox"/> CSA Z240 or CSA A277 Certification;</li> </ul>	