

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