

COMMERCIAL PROJECTS - DRAWINGS TO BE SUBMITTED (DIGITAL PDF COPY REQUIRED)

YES	NO	N/A	
APPLICATION FORM			
☐	☐	☐	Filled out completely, signed and dated.
SITE PLAN			
☐	☐	☐	Indicating property lines, access/driveways, structures, distances to property lines, distance between structures, distances to fire hydrants/overhead power, topographical, wells.
PRE-MANUFACTURED BUILDING			
☐	☐	☐	CSA Label (QAI, Intertec) or AMA if manufactured prior to 2019
OR			
☐	☐	☐	CSA A660 Certificate of Design and Manufacture (Commercial & Industrial)
CONSTRUCTION DRAWINGS			
☐	☐	☐	Floor plan, use/occupancy - Full building floor plan identifying other tenant occupancies c/w tenant improvement floor plans. TI scope (change in floor plan, HVAC etc..)
☐	☐	☐	Elevations
☐	☐	☐	Foundation Plan
☐	☐	☐	Concrete, ICF, piling, grade beam, support/anchoring, preserved wood, screw pile, slab
☐	☐	☐	Tall wall - More than 12' engineered
☐	☐	☐	Roof System - Trusses engineered
☐	☐	☐	Floor Joist System - Other than conventional lumber to be engineered
☐	☐	☐	Hydronic Heating System - Drawings must be pre-engineered or engineered design
☐	☐	☐	Building Systems - Such as mechanical, electrical
☐	☐	☐	Specific/detail - Such as fire protection components, fire detection, fire suppression, materials, equipment, hot tub, pool, sauna, solid fuel appliance, solar panel
☐	☐	☐	Professional Seal or Stamp - dated and signed if project requires professional engagement
☐	☐	☐	Demolition Details - Such as asbestos abatement, utilities, disposal - SEPARATE PERMIT
PROFESSIONAL SCHEDULES			
☐	☐	☐	Professional (architect, engineer, designer) schedules apply where one or more professionals are (or must be) engaged/retained
☐	☐	☐	Schedule A Letter of Commitment by the Owner and Coordinating Professional (must be in place at inception of the project before the issuance of a development or building permit). Reno and TI's include sealed letter providing rational for scopes not impacted. Code review from coordinating registered Professional
☐	☐	☐	Schedule B - Letter of Commitment by the Registered Professional of Records (must be attached to the drawings and specifications submitted for a building permit)
ENERGY EFFICIENCY			
☐	☐	☐	9.36. or NECB 2020 (for non residential over 300m2 and F2)
☐	☐	☐	Prescriptive
☐	☐	☐	Performance characteristics for building elements are met by following the prescribed approach set out in the code. (ie: following the thermal insulation and amount of windows for the region)
OR			
☐	☐	☐	Trade-off
☐	☐	☐	Energy performance characteristics for building elements are met, however, within each building element it is possible to "trade off" increased performance in one element for reduced performance in another
OR			
☐	☐	☐	Performance
☐	☐	☐	Performance characteristics for the building are met using a design prepared by a qualified professional.
CONSTRUCTION SITE FIRE SAFETY PLAN			
☐	☐	☐	Construction Fire Safety Plan for construction and demolition sites. Submit to local fire authority.
VARIANCE REQUEST			
☐	☐	☐	Alternative solution may be beneficial in conjunction with a permit application. If used it must be filled out completely, describe what is intended and how it will meet or exceed Code requirements and include supporting evidence. Variance Fee required
OTHER REQUIRED PERMITS			
☐	☐	☐	Development Permit
☐	☐	☐	Check with municipality - most often required prior to Safety Codes Permit
☐	☐	☐	Electrical, Plumbing, Gas and Private Sewage Permits
OTHER INFORMATION			
☐	☐	☐	Safety Codes Officer may require additional information in order to proceed (Code consultation available upon request)