



# Document Submission Checklist – Alterations

Pursuant to Section H of an application to Construct or Demolish

Rev. January 01/11

Application Number	Address	Date
<p>All permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the Ontario Building Code and other laws. This checklist identifies drawings and documents required for alterations or renovations to an existing non-residential building. Please refer to Schedule C of the Building By-law for further details.</p> <p><b>Items indicated below as [O] required must be provided before this application can be processed</b>            [✓]provided                      [X]not applicable                      [O]required</p>		
<b>Drawings and Specifications</b>		
<p><b>General Information</b></p> <input type="checkbox"/> Designer Qualification/Registration Information <input type="checkbox"/> All drawings drawn to scale & fully dimensioned <input type="checkbox"/> Compass orientation <input type="checkbox"/> Drawings sets required (3) <hr/> <p><b>Site Plan</b></p> <input type="checkbox"/> Showing unit location in building or area of work <input type="checkbox"/> Adjacent tenant use shown	<p><b>Mechanical (HVAC &amp; Plumbing)</b></p> <input type="checkbox"/> Coordinated HVAC floor plans (every level) <input type="checkbox"/> Heat loss/gain calculations & duct design <input type="checkbox"/> Equipment specifications <input type="checkbox"/> Fire damper locations, kitchen exhaust equipment <input type="checkbox"/> Plumbing & drainage plans showing all fixtures <input type="checkbox"/> Specifications of plumbing & fire stopping materials <input type="checkbox"/> Professional seal & signature on drawings	
<p><b>Architectural</b></p> <input type="checkbox"/> Existing floor plans showing construction, room names and occupant load <input type="checkbox"/> Proposed floor plans for every level including basement <input type="checkbox"/> Reflected ceiling plans <input type="checkbox"/> Mezzanine plan & construction details <input type="checkbox"/> Barrier free entrance & washroom details (if building is barrier free accessible) <input type="checkbox"/> Stair & washroom plan details <input type="checkbox"/> Wall sections, plan & section construction details <input type="checkbox"/> Fire separations & listed design numbers <input type="checkbox"/> Construction notes, door & hardware schedule, construction specifications <input type="checkbox"/> Professional seal & signature on drawings (where exits, fire separations, exterior wall affected) <hr/> <p><b>Structural</b></p> <input type="checkbox"/> Mezzanine floor framing plan <input type="checkbox"/> Design specifications & loading criteria <input type="checkbox"/> Roof & floor truss layout sealed by a P.Eng <input type="checkbox"/> Professional seal & signature on drawings	<p><b>Electrical &amp; Fire Protection</b></p> <input type="checkbox"/> Coordinated electrical floor plans <input type="checkbox"/> Coordinated floor plans showing all fire protection systems (sprinkler, fire alarm, standpipe extinguishers) <input type="checkbox"/> Sprinkler & standpipe hydraulic calculations <input type="checkbox"/> Special extinguishing systems for cooking, paint spraying & computer rooms <input type="checkbox"/> Professional seal & signature <input type="checkbox"/> Construction notes, specifications & schedules <hr/> <p><b>Other Drawings</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
<b>Other Documents</b>		
<input type="checkbox"/> Commitment to General Review by Architect & Engineer <input type="checkbox"/> Ontario Building Code Data Matrix	<input type="checkbox"/> Building & Land Use Declaration Form <input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of incomplete application	

Application received by \_\_\_\_\_

Original - Municipality    Copy - Applicant