



Document Submission Checklist – Alterations

Pursuant to Section G of an application to Construct or Demolish

Application No.	Address	Date
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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 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.

Items indicated below as [O] required must be provided before this application can be processed

[✓]provided [X]not applicable [O]required

Drawings and Specifications

General Information

- Designer Qualification/Registration Information
- All drawings drawn to scale & fully dimensioned
- Compass orientation
- Drawings sets required (3)

Site Plan

- Showing unit location in building or area of work
- Adjacent tenant use shown

Architectural

- Existing floor plans showing construction, room names and occupant load
- Proposed floor plans for every level including basement
- Reflected ceiling plans
- Mezzanine plan & construction details
- Barrier free entrance & washroom details (if building is barrier free accessible)
- Stair & washroom plan details
- Wall sections, plan & section construction details
- Fire separations & listed design numbers
- Construction notes, door & hardware schedule, construction specifications
- Professional seal & signature on drawings (where exits, fire separations, exterior wall affected)

Structural

- Mezzanine floor framing plan
- Design specifications & loading criteria
- Roof & floor truss layout sealed by a P.Eng
- Professional seal & signature on drawings

Mechanical (HVAC & Plumbing)

- Coordinated HVAC floor plans (every level)
- Heat loss/gain calculations & duct design
- Equipment Specification
- Fire damper locations, kitchen exhaust equipment
- Plumbing & drainage plans showing all fixtures
- Specifications of plumbing & fire stopping materials
- Professional seal & signature on drawings

Electrical & Fire Protection

- Coordinated electrical floor plans
- Coordinated floor plans showing all fire protection systems (sprinkler, fire alarm, standpipe extinguishers)
- Sprinkler & standpipe hydraulic calculations
- Special extinguishing systems for cooking, paint spraying & computer rooms
- Professional seal & signature
- Construction notes, specifications & schedules

Other Drawings

- _____
- _____
- _____
- _____

Other Documents

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to General Reviews by Architect & Engineers <input type="checkbox"/> Ontario Building Code Data Matrix | <ul style="list-style-type: none"> <input type="checkbox"/> Building & Land Use Declaration Form <input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of incomplete application |
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Application received by _____

Original - Municipality Copy - Applicant