



Document Submission Checklist – New Buildings

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 identified drawings and documents required for a new 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
- Professional seal & signature on drawings as required
- All drawings drawn to scale & fully dimensioned
- Compass orientation
- Drawings sets required (3)

Site Plan & Site Services

- Site Plan Approval documents

Architectural

- Floor plans for all levels, including basement, showing proposed construction and room & space identification, fire separations, listed design numbers & occupant load
- Mezzanine plan & construction details
- Enlarged stair & washroom plan details
- Reflected ceiling plans
- Roof plan showing drainage, access, roof top screening
- Building elevations & sections
- Wall sections, plan & section construction details
- Barrier free entrance & washroom details
- Exit stair enclosure details
- Construction notes, door & hardware schedule, construction specifications

Other Documents

- Commitment to General Reviews by Architect & Engineers
- Ontario Building Code Data Matrix
- Land & Building Use Declaration
- Flow Control Roof Drainage Declaration (Flat Roof)
- Confirmation of Energy Efficient Design
- Region of Durham Commercial Development Charge form
- School Board Development Charge form
- Region of Durham Private Sewage System permit
- Applicable Law Compliance Checklist
- Acknowledgement of incomplete application

Structural

- Geotechnical report
- Foundation, floor, mezzanine & roof framing plans
- Column & beam schedules, structural sections, details & material specifications
- Design specifications, loading criteria, reference to geotechnical report
- Pre-engineered structural drawings by others

Mechanical (HVAC & Plumbing)

- HVAC floor plans (every level)
- Equipment & design specifications
- Fire damper locations, kitchen exhaust equipment
- Plumbing & drainage plans showing all fixtures
- Specifications of plumbing & fire stopping materials

Electrical & Fire Protection

- Electrical supply & distribution floor plans
- Floor plans showing all fire protection systems (sprinkler, fire alarm, standpipe, extinguishers)
- Sprinkler & standpipe hydraulic calculations
- Construction notes, specifications & schedules

Other Drawings

- _____
- _____
- _____
- _____

Application received by _____

Original - Municipality Copy - Applicant