

Addition or Alteration to Residential Dwelling Unit

- 2 copies of Site Plan (showing existing and new construction)
- 2 sets of Architectural drawings (plans, elevations, sections, details) showing new construction and existing construction as it relates to the addition

Existing and new construction to be clearly identified

- 2 copies of roof truss drawings, if applicable (P.Eng seal)
- 2 copies of floor truss layout, if applicable (i.e. truss joist)
- Applicable Law Checklist

Deck/Garage

- 2 copies of Site Plan (showing existing and new construction)
- 2 sets of Architectural drawings – plans, elevations, sections, details as required (standard details may be used)
- 2 copies of roof truss drawings, if applicable (P.Eng seal)

April 2011

Application Submission Checklist

Infill - SFD

- 4 copies of Site/Grading Plan (verify floor plan matches footprint)
- TRCA approval, if applicable
- 2 sets of Architectural drawings (plans, elevations, sections, details, general specifications)
- 2 copies of roof truss drawings, if applicable (P.Eng seal)
- 2 copies of HVAC (drawings, heat loss, ventilation design summary sheet)
- 2 copies of floor truss layout, if applicable (i.e. truss joist)
- Development Charge forms
- Applicable Law Checklist

Subdivision Builder – New Residential Dwelling Units

(submission requirements for each model)

- 4 copies of Site/Grading Plan (verify model and elevation type)
- 2 sets of all Architectural drawings (plans, elevations, sections, details, general specifications)
- 2 copies of HVAC (drawings, heat loss, ventilation design summary sheet)
- 2 copies of roof truss drawings, if applicable (P.Eng seal)
- 2 copies of floor truss layout, if applicable (i.e. truss joist)
- Development Charge forms
- 1 copy of Soil Report for the site (1st submission only)
- Applicable Law Checklist

Tenant Alteration – Non-Residential

- 3 copies of Site Plan with identification of tenant space
- 3 sets of construction drawings including:
 - **Architectural** (partitions, dimensions, washrooms, identification of all construction materials, extent of demolition if applicable)
 - **Mechanical**, if mechanical work (plumbing and HVAC)
 - **Electrical**, if electrical work (lighting, power, fire alarm)
 - **Structural**, if structural work (mezzanine)

Note: For the most part an architect or engineer is not required for these applications. Exceptions would be where:

- a fire separation, exterior wall, exit or structural element is affected, or
- the tenancy is a first time tenant going into a new building. In this instance HVAC and plumbing drawings sealed by a P.Eng would be required

New Non-Residential Building >600 m² (except industrial)

- 3 copies of Site Plan
- 3 copies of construction drawings all to be sealed and to include:
 - Architectural (plans, reflected ceilings, elevations, building sections, wall sections, details, door schedule, specifications)
 - Mechanical (plumbing and HVAC plans including roof plans, details and equipment schedules)
 - Sprinkler shop drawings and hydraulic calculations
 - Electrical (lighting, power, fire alarm plans, details and schedules)
 - Structural (foundation, floor plans, column schedules, details and specifications)
- Determination if application is for shell permit only or for full building including occupancy by tenants
- Completed front counter forms which may include:
 - Commitment to General Review
 - Development Charge forms
 - 1 copy of Soil Report for the site
 - Applicable Law Checklist

New Industrial Building

- 3 copies of Site Plan
- 3 sets of sealed construction drawings including:
 - Architectural (plans, reflected ceilings, elevations, building sections, wall sections, details, door schedule, specifications)
 - Rack Storage P.Eng sealed and associated BMEC authorization, if applicable
 - Mechanical (plumbing and HVAC plans including roof plans, details and equipment schedules)
 - Sprinkler shop and hydraulic calculations
 - Electrical (lighting, power, fire alarm plans, details and schedules)
 - Structural (foundation, floor plans, column schedules, details and specifications)
- Completed front counter forms which may include:
 - Commitment to General Review
 - Development Charge forms
 - Applicable Law Checklist
 - 1 copy of Soil Report for the site
 - Letter from owner with regard to manufacturing process, if applicable, with an itemized list and quantities of any hazardous processes or flammable and combustible liquid storage (provision of material safety data sheets)



Guidelines for Drawing Submission

Building Permits

All guidelines enclosed are recommended only. Requirements for documentation in support of any permit application should be confirmed with Building Services staff.

Issuance of any Building Permit may require documented approval from authorities outside of City of Pickering jurisdiction. Consult Planning & Development staff prior to any submissions.

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