

## Document Submission Checklist - Housing

Pursuant to Section H of an Application to Construct or Demolish

Revised June 2018

Alternate formats available upon request at 905.683.7575

Application #	Address	Date (m/d/y)
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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 Ontario Building Code and other laws. This checklist identifies drawings and documents required for detached or semi-detached houses or townhouses. 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

<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"/> Drawing sets required (2) <input type="checkbox"/> Building plans consistent with Site Plan <input type="checkbox"/> Application work description consistent with drawings	<p><b>Structural</b></p> <input type="checkbox"/> Pre-engineered floor system layout <input type="checkbox"/> Roof framing plan - conventional construction <input type="checkbox"/> Roof truss layout & P.Eng sealed shop drawings <input type="checkbox"/> Underpinning at basement walkout <input type="checkbox"/> Structural framing plans (on floor plans)
<p><b>Site Plan</b></p> <input type="checkbox"/> Zoning dimensions & areas (yellow form) <input type="checkbox"/> Property lines shown <input type="checkbox"/> Location & dimensions of proposed & existing buildings <input type="checkbox"/> Proposed finished floor elevations <input type="checkbox"/> Site grading plan (proposed & existing grades)	<p><b>Mechanical (HVAC)</b></p> <input type="checkbox"/> Coordinated floor plans (every level) <input type="checkbox"/> Heat loss/gain calculations & duct design <input type="checkbox"/> Equipment specifications <input type="checkbox"/> Ventilation design summary
<p><b>Architectural</b></p> <input type="checkbox"/> Existing floor plans (required for additions/alterations) <input type="checkbox"/> Floor plans for every level <input type="checkbox"/> All room names identified <input type="checkbox"/> Building elevations <input type="checkbox"/> Building sections & wall sections <input type="checkbox"/> Stairs, landings, decks, guards & handrail details <input type="checkbox"/> Cathedral ceiling/roof detail <input type="checkbox"/> Details & construction notes/specifications <input type="checkbox"/> Townhouse block plans showing all units & firewalls <input type="checkbox"/> Firewall & party wall sections & details	<p><b>Other Drawings</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p><b>Other Documents</b></p>	
<input type="checkbox"/> Geotechnical Report (new subdivision) <input type="checkbox"/> Approved Lot Grading Plan <input type="checkbox"/> Region of Durham Permit for Sewage System <input type="checkbox"/> Private Drilled Well Certificate <input type="checkbox"/> Energy Efficiency Design Summary	<input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of Incomplete Application <input type="checkbox"/> Region of Durham Development Charge Form <input type="checkbox"/> Education Development Charge Form <input type="checkbox"/> Regional Connection Application for Water/Sewer

Application Received By \_\_\_\_\_