

Document Submission Checklist - New Buildings

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 new buildings. 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	
<p>General Information</p> <input type="checkbox"/> Designer Qualification/Registration Information <input type="checkbox"/> Professional seal & signature on drawings as required <input type="checkbox"/> All drawings drawn to scale & fully dimensioned <input type="checkbox"/> Compass orientation <input type="checkbox"/> Drawing sets required (2)	<p>Structural</p> <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Foundation, floor, mezzanine & roof framing plans <input type="checkbox"/> Column & beam schedules, structural sections, details & material specifications <input type="checkbox"/> Design specifications, loading criteria, reference to geotechnical report <input type="checkbox"/> Pre-engineered structural drawings by others
<p>Site Plan & Site Services</p> <input type="checkbox"/> Site Plan Approval documents	<p>Mechanical (HVAC & Plumbing)</p> <input type="checkbox"/> HVAC floor plans (every level) <input type="checkbox"/> Equipment & design 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
<p>Architectural</p> <input type="checkbox"/> Floor plans for all levels, including basement, showing proposed construction & room & space identification, fire separations, listed design numbers & occupant load <input type="checkbox"/> Mezzanine plan & construction details <input type="checkbox"/> Enlarged stair & washroom plan details <input type="checkbox"/> Reflected ceiling plans <input type="checkbox"/> Roof plan showing drainage, access, roof top screening <input type="checkbox"/> Building elevations & sections <input type="checkbox"/> Wall sections, plans & section construction details <input type="checkbox"/> Barrier-free entrance & washroom details <input type="checkbox"/> Exit stair enclosure details <input type="checkbox"/> Construction notes, door & hardware schedule, construction specifications	<p>Electrical & Fire Protection</p> <input type="checkbox"/> Electrical supply & distribution floor plans <input type="checkbox"/> Floor plans showing all fire protection systems (sprinkler, fire alarm, standpipe, extinguishers) <input type="checkbox"/> Sprinkler & standpipe hydraulic calculations <input type="checkbox"/> Construction notes, specifications & schedules
<p>Other Documents</p> <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"/> Flow Control Roof Drainage Declaration (flat roof) <input type="checkbox"/> Confirmation of Energy Efficient Design <input type="checkbox"/> Region of Durham Commercial Development Charge Form <input type="checkbox"/> School Board Development Charge Form <input type="checkbox"/> Region of Durham Private Sewage System Permit	<p>Other Drawings</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
	<p>Other Documents</p> <input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of Incomplete Application

Application Received By _____