Commercial Building Permit Application Checklist

Project Address or Legal Description	Project Type:

THE ITEMS LISTED BELOW ADDRESS MANY OF THE PERMIT INFORMATION REQUIREMENTS FOR INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL PROJECTS. UPON ACCEPTANCE, AND THROUGH THE PERMIT REVIEW PROCESS, ADDITIONAL INFORMATION MAY BE REQUESTED TO ENSURE COMPLIANCE WITH OTHER APPLICABLE PROVINCIAL AND MUNICIPAL REGULATIONS.

Checklist Legend: √ - information provided X - information required ? - information may be required / - not required

☐ ( ) **Completed Building Permit Application Form, including Schedule 1* (*** where applicable, other than architects and engineers**)**
** Schedule 1 is completed by the various BCIN registered/qualified project designers and must accompany the permit application, including….*
☐ ( ) - Architectural ☐ ( ) - Structural ☐ ( ) - Mechanical ☐ ( ) - Electrical ☐ ( ) - Plumbing ☐ ( ) - Sprinkler/Standpipe

☐ ( ) **Proof of Ownership** (provide either a ☐ **Property Deed,** or an ☐ **Offer to Purchase** (Deed to follow))

☐ ( ) **Authorization from Owner** (*if applicant other than owner).*

☐ ( ) **Completed Applicable Law Form**

☐ ( ) **Completed Plumbing Application Form**

☐ ( ) **Architect/Engineer - General Review/Commitment Certificate**

☐ ( ) **Owners Letter of Understanding and Commitment**

☐ ( ) **Energy Efficient Design Confirmation**

☐ ( ) **Permit Fees:** Construction Value: (C.V.) $ _____
☐ ( ) Permit Fee (as per 2017 Permit Fee Schedule) $ _____ Deposit $ _____ (@ ____ %)
Total Fee $ _____

☐ ( ) **Working Drawings – (☐ Three (3) sets or ☐ Two (2) sets)** including:

☐ ( ) **Specifications (☐ Two (2) sets or ☐ On Drawing): ☐ Arch. / ☐ Struct. / ☐ Mech. / ☐ Elect.**

☐ ( ) **Architectural Drawings**
- ☐ ( ) **Building Code Review**
- ☐ ( ) **Floor Plans/Key Plan**
- ☐ ( ) **Building Sections**
- ☐ ( ) **Reflected Ceiling Plans**
- ☐ ( ) **Other** _____
- ☐ ( ) **Site Plan ☐ ( ) - Site Drainage Plan**
- ☐ ( ) **- Parking Layout**
- ☐ ( ) **Building Elevations**
- ☐ ( ) **Schedules**

☐ ( ) **Structural Drawings**
- ☐ ( ) **Foundation Plans/Details**
- ☐ ( ) **Steel Building Design Certificate**
- ☐ ( ) **Building Structure/Details**
- ☐ ( ) **Other** _____

☐ ( ) **Mechanical (Plumbing) Drawings**
- ☐ ( ) **Site Services**
- ☐ ( ) **Isometric Views**
- ☐ ( ) **Fire Protection Systems / ☐ ( ) Sprinkler Systems ☐ ( ) Standpipe Systems**
- ☐ ( ) **Water Supply Calculations**
- ☐ ( ) **Piping Plan (incl. - ☐ ( ) Heating Systems)**
- ☐ ( ) **Fixture Schedules (incl. - ☐ ( ) Loading)**
- ☐ ( ) **Other** _____

☐ ( ) **Mechanical (HVAC) Drawings**
- ☐ ( ) **Heating Systems**
- ☐ ( ) **Air Conditioning Systems**
- ☐ ( ) **Misc. Mechanical Systems**
- ☐ ( ) **Ventilation Systems**
- ☐ ( ) **Equipment Schedules**
- ☐ ( ) **Other** _____

☐ ( ) **Electrical Drawings**
- ☐ ( ) **Lighting Systems**
- ☐ ( ) **Equipment Schedules**
- ☐ ( ) **Exit/Emergency Lighting**
- ☐ ( ) **Power Systems**
- ☐ ( ) **Fire Alarm Systems**
- ☐ ( ) **Other** _____

Additional Information (the applicant/owner is responsible for verifying if these requirements will apply)

1) ☐ ( ) **Site Plan Control Agreement.** _____
2) ☐ ( ) **Driveway Application (City Engineering Approval).** _____
3) ☐ ( ) **Domestic Water Supply / ☐ ( ) - City, ☐ ( ) - Private (Engineered).** _____
4) ☐ ( ) **Septic System (Engineered), and ☐ Ministry of Environment and Energy Approval.** _____
5) ☐ ( ) **Fire Fighting Water Supply (Engineered).** _____
6) ☐ ( ) **Demolition Permit(s).** _____
7) ☐ ( ) **Ministry of Transportation Approval.** _____
8) ☐ ( ) **Lakehead Region Conservation Authority Approval.** _____
9) ☐ ( ) **Local Heritage Advisory Committee Approval (HAC).** _____
10) ☐ ( ) **Noise Exposure Forecast Report (Airport Noise).** _____
11) ☐ ( ) **Road and Rail Noise/Vibration Requirements.** _____
12) ☐ ( ) **Other (e.g. Other Applicable Law).** _____

A Building Permit is issued based on the information you provide, and the accuracy of the information provided affects the processing time involved in (and the possibility of) issuing a Building Permit. By completing this form and signing below, you understand it is your responsibility to provide information in a timely fashion for efficient processing of your application.

Customer Name (Print) _____ **Tel:** _____ ☐ **Reviewed by:** _____ **Date:** _____

Customer Signature _____ _____ ☐ **Received By:** _____ **Date:** _____

• REFER TO BACK OF SHEET FOR ADDITIONAL COMMENTS •