



PERMIT APPLICATION CHECKLIST

OBC Part 3 Large Buildings

Permit Application #

Date (mm/dd/yy)

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Project Address

Applicant's Name

May 2017

NOTE TO PERMIT APPLICANTS:

All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work, existing and proposed occupancy, adjacent occupancies, and existing conditions where applicable, in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications may not be accepted where any of the required information is not submitted. **NEW – PDF copies of all drawings and documentation are to be provided on CD/DVD at time of submission.**

DOCUMENTS REQUIRED AT TIME OF APPLICATION	Provided	Missing	N/A
Other Submissions			
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance letters from other authorities having jurisdiction; X-ray clearance, Day Care Act clearance, Conservation Authority clearance, NEC approvals, MOE approvals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials storage information: locations and isolation details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and/or Code Consultant reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of proposed Alternative Solutions and their analysis (form available upon request)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Designer Information (one form for each individual who takes responsibility for design activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site Sewage System design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Region Connection Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms/Documents			
Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to General Review signed by all project team disciplines including coordinator of the work of the Designers and Owner's information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Data Matrix or Statement of Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land and Building Use Declaration (including identification of any hazardous materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Compliance forms and simulation reports as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow Control Roof Drainage Form (to be filled out by Architect & Structural Engineer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Investigation Report and Environmental reports (verification of soil bearing capacities and ground water and bedrock conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development charge forms and back-up documentation indicating how areas were determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (One (1) set + PDF copy) all with Architect's and/or Professional Engineer's seal as appropriate)			
Property lines, parking, building foot print, building dimensions & setbacks to property lines and other buildings on the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall dimensions (width/length/significant changes in profile) of all buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning summary (summary of permitted/proposed zoning provisions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed and existing grades, sidewalk elevations and proposed finished floor elevations of all buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrier free curb cuts, parking and ramps and all associated details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrier free path(s) of travel and designation of barrier free entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide dimensioned fire access routes complete with hydrants, building connections, principle building entrance, and fire alarm panel location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings (One (1) set PDF & Hardcopy – all with Architect's and/or Professional Engineer's seal as appropriate)			
Building Code Matrix including importance factor – post disaster or other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans fully dimensioned, identifying rooms and spaces, wall construction & fire separations (ULC/WH etc.), indicate fire separations between occupancies and references to details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflected ceiling plans and associated details (co-coordinated with Electrical consultant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plan & associated details including occupancies on the roof, roof drainage and any screening requirements for mechanical roof top equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations indicating elevations keyed to Site Plan, exposing building face fire compartments and associated fire ratings and cladding materials, window and other openings, finished grade line, and structure extension below grade (foundations, parking structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building cross sections indicating fire separations between occupancies, critical dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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between floors, ceilings, bulkheads, top and bottom of windows and other openings.			
Wall sections, stair sections; plan & section construction details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enlarged detail plans (washrooms and B/F washroom, stair enclosures, window details and elevations) and associated details, millwork details, details indicating FSR ratings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door & room finish Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial rack storage system drawings complete with BMEC authorization, \$ value for installed racking, floor area racking and servicing racking including any platforms created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED AT TIME OF APPLICATION	Provided	Missing	N/A
Structural Drawings (One (1) set + PDF copy – all with Professional Engineer's seal)			
Design specifications c/w loading, deflection, wind uplift and earthquake analysis & reference to Geo Report, importance factors included in design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation plan and associated details (piles & caissons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor framing plans c/w beam & column schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof framing plan (confirm control flow drainage design requirements, consideration for future solar arrays, occupant loading, HVAC equipment loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural details pertaining to structural connections, framing or any exterior canopy structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Drawings (One (1) set + PDF copy – all with Professional Engineer's seal)			
Site servicing drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans for both HVAC and Plumbing c/w equipment schedule, fire separation requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating & Cooling Load Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modifications to existing layout (pits, trenches, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof plan showing drainage and equipment schedule for roof mounted equipment with in-use structural loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Drawings (One (1) set + PDF copy – all with Professional Engineer's seal) + PDF COPY			
Electrical site servicing drawing where separate from Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment, power door operators, electromagnetic locking and electronic hold open devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm system drawings (separate or combined with general electrical drawings) including FA riser detail, locations for pull stations, alarm bells, strobes, and detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Drawings (One (1) set + PDF copy – all with Professional Engineer's seal) + PDF COPY			
Complete construction specifications (Architectural, Structural, Mechanical and Electrical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler drawings, sprinkler riser diagram and hydraulic calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security hardware including electromagnetic locking system drawings and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-rack sprinkler systems, standpipes, etc. required by racking storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION STATUS

 Accepted as Incomplete ⁽¹⁾
 Not Accepted ⁽¹⁾

⁽¹⁾ I (applicant) acknowledge that all of the above noted documents must be submitted to my Permit Administrator, with this checklist, before my permit application will be reviewed; and that the timelines stipulated under OBC Div.C-1.3.1.3. are not applicable until my application is deemed complete.

Signature: _____

Date: _____

 Accepted as Complete ⁽²⁾
 Incomplete application deemed complete ⁽²⁾

⁽²⁾ I (applicant) acknowledge that all of the above noted documents have been submitted to my Permit Administrator. Upon satisfying the requirements of zoning, my application meets the conditions of a complete application; and that the timelines stipulated under OBC Div.C-1.3.1.3. will commence the following business day.

Signature: _____

Date: _____