

BUILDING PERMIT

COMMERCIAL APPLICATION REQUIREMENT LIST

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

All required items must be provided upon application and uploaded to ProjectDox. Incomplete applications will be returned to the Applicant. **This checklist does not need to be submitted as part of your application.**

Required Items:

1. Set of construction plans detailing:

- Civic address, including unit number
- Previous and proposed use
- Total area of building
- Total area of space being developed
- Dimensions and use of rooms and spaces
- Wall details for demising or fire-rated walls
- Height of building and number of floors
- Magnetic locking devices, including:
 - Location of all devices
 - Specification data for all devices
 - Description of the system operation
- NECB project summary form for new builds.
- Existing or proposed sprinkler and fire alarms systems
- Elevation plans for new builds and exterior renovations

NOTE: Other documentation that may be required, including, but not limited to:

- *Site Plan*
- *Mechanical and electrical drawings for all Part 3 design (Schedule A and/or B)*
- *Engineered drawings where a mezzanine is included in scope of project*

2. Letter of Authorization from the **property owner(s)** registered on title, including contact information.
3. Letter of Intent providing a detailed description of the proposed project.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.