

SCHEDULE “B” TO BY-LAW NO. 80-2014

Documents & Drawings Required for a Complete Application

Row	Class of Permit	Documents and Drawings Required
1(a)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • New Buildings <p>Residential</p> <ul style="list-style-type: none"> • Detached House • Semi Detached Houses • Duplex/Triplex/Fourplex • Townhouse Blocks 	<p>Documents</p> <ul style="list-style-type: none"> • Approval documents required by applicable law • Heat loss/heat gain duct calculations • Residential Mechanical Ventilation Summary <p>Drawings</p> <ul style="list-style-type: none"> • Site Grading Plan • Plot Plan (information may be consolidated with Site Grading Plan) • Architectural Drawings (floor plans for each floor, roof plans and elevations) • Structural Drawings • Roof truss Drawings • Pre-engineered floor system shop drawings • HVAC Drawings
1(b)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • Additions/alterations • Accessory Buildings <p>Residential as in Row 1(a)</p>	<p>Documents</p> <ul style="list-style-type: none"> • Approval documents required by applicable law • Heat loss/heat gain duct calculations • Residential Mechanical Ventilation Summary <p>Drawings</p> <ul style="list-style-type: none"> • Site Grading Plan • Architectural Drawings • Structural Drawings • HVAC Drawings

Row	Class of Permit	Documents and Drawings Required
2(a)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • New Buildings • Additions <p>Non-residential buildings Residential apartment buildings Mixed use buildings Other residential buildings no described in Row 1(a)</p>	<p>Documents</p> <ul style="list-style-type: none"> • Approval documents required by an applicable law • Commitment to General Reviews by Architects and Engineers* • Subsurface investigation report • Heat loss/heat gain/duct calculations • Plumbing Data Form* • Energy Efficiency Certification Form* <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Site Servicing/Site Grading Plan • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Electrical Drawings • Fire Protection System Drawings • On-site Sewage System Drawings (including On-site Sewage System Statement of Design)
2(b)	<p>Permit to Construct</p> <ul style="list-style-type: none"> • Alterations • Tenant Improvements <p>Non-residential buildings and other residential buildings not described in Row 1(a)</p>	<p>Documents</p> <ul style="list-style-type: none"> • Approval documents required by an applicable law • Commitment to General Review by Architects and Engineers <p>Drawings</p> <ul style="list-style-type: none"> • Key Plan • Plot Plan (for additions) • Site Grading Plan (for additions) • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Electrical Drawings • Fire Protection System Drawings

Row	Class of Permit	Documents and Drawings Required
3	Permit to Construct <ul style="list-style-type: none"> • Tents or Air Supported Structures • Mechanical Only Permits • Plumbing Only Permits • Designated Structures • Farm Buildings 	Documents <ul style="list-style-type: none"> • Approval documents required by applicable law • Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building Code and other applicable law Drawings <ul style="list-style-type: none"> • Drawings from rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building Code and other applicable law
4	Permit for Change of Use	Documents <ul style="list-style-type: none"> • Approval documents required by applicable law • Commitment to General Review by Architects and Engineers Drawings <ul style="list-style-type: none"> • Plot Plan • Key Plan • Architectural Drawings • HVAC Drawings
5	Permit to Demolish	Documents <ul style="list-style-type: none"> • Approval documents required by applicable law • Commitment to General Review by Architects and Engineers Drawings <ul style="list-style-type: none"> • Plot Plan • Demolition Plan (where required)

Notes:

1. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of work, applicable law or Building Code does not, as determined by the Chief Building Official, necessitate its submission.

2. The information required on drawings is contained in the table below.

Item	Drawing Type	Information Required	Class of Permit – Part A Row					
			1(a)	1(b)	2(a)	2(b)	3	4
1.	Plot Plan	a Shall reference a certified plot plan of survey	x	x	x			
		b Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	x	x	x			
		c Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines			x			
		d Dimensions and location of parking and vehicle access and fire routes			x			
		e Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access			x			
2.	Grading Plan	a Signature and seal of professional engineer, landscape architect or Ontario land surveyor	x		x			
		b Property lines, easements sidewalks, driveways, building location, curb cuts, retaining walls	x		x			
		c Location of catch basins, above and below ground utilities, and connections to services	x		x			
		d Existing and proposed elevations within the site and at property lines, retaining wall elevation, slopes of driveways, drainage flow and swales			x			

Item	Drawing Type	Information Required	Class of Permit – Part A Row No.					
			1(a)	1(b)	2(a)	2(b)	3	4
3.	Architectural	a Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy		X	X	X		X
		b Plans of all floors including basements complete with all rooms and room names	X	X	X	X		X
		c Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X		
		d Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements	X	X	X	X		
		e Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X		
		f Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces			X	X		
		g Mezzanine plan showing construction, guardrails, egress			X	X		
		h Location and details of barrier free entrances and barrier free washrooms			X			
		i Enlarged sections and detail plans of washrooms and exit stairs	X	X	X			
		j Roof equipment screening, anchorage for window washing, roof access			X	X		
		k Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations						

Item	Drawing Type	Information Required	Class of Permit – Part A Row No.					
			1(a)	1(b)	2(a)	2(b)	3	4
3. Cont'd	Architectural	m Wall sections, plan and section construction details						
		n Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule						
		o Door and hardware schedule, door and frame details, window schedule, room finish schedule						
4.	Structural	a Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications	x	x	x	x		
		b Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis			x	x		
		c Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code	x	x		x		
		d Roof and floor truss drawings sealed by a professional engineer	x	x		x		
5.	HVAC	a Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules	x		x	x		
		b Heat loss and gain calculations, ventilation design summary	x					
		c Fire damper locations, kitchen exhaust equipment			x	x		x
			x	x	x	x		

Item	Drawing Type	Information Required	Class of Permit – Part A Row No.					
			1(a)	1(b)	2(a)	2(b)	3	4
6.	Plumbing	a Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances			x	x		
		b Location of fire stopping; specifications of plumbing and fire stopping materials	x	x	x	x		
7.	Electrical	a Electrical supply and distribution plans; location of power and lighting outlets; equipment schedules; transformer locations			x	x		
		b Location and specification of emergency lighting, emergency generators and exit signage			x	x		
8.	Fire Protection	a Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout; fire hose cabinet locations			x	x		
		b Location and specification of emergency lighting, emergency generators and exit signage; fire alarm system annunciator, diagrams and specifications			x	x		
		c Location of smoke alarms and carbon monoxide detectors	x	x	x	x		

Notes

1. Where indicated by an **X**, the information described is required to be included on the drawings for the class of Permit specified.
2. Required information may be located or consolidated on other drawings rather than the drawing specified in this schedule.
3. The chief building official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or Building Code requirements.