



Planning & Development Department Building Division

Landlord Improvement Building Permit Application Checklist Commercial/Industrial/Multi-Family/Institutional

Date: / / 20.....

Project Address:

BP Application Number: B _ _ _ _ _

Legal: Zone:

Proposed Occupancy (Use):

- Site Plan:**
 - Location of building(s)
 - Scale is 1/8" to 1'0" minimum
 - Property Lines
 - North Arrow
 - Unit numbers labelled
 - Streets labelled
 - Key Plan (if bldg more than one story)

- Floor Plan(s):**
(Required for each floor including mezzanines)
 - Overall dimensions
 - Rooms are named
 - Interior room sizes
 - Washrooms & fixtures
 - Width of corridor
 - Party walls
 - Stairs location & dimensions
 - Handrail, guards details
 - Wall construction
 - Size & swing of doors
 - Partition wall details
 - Travel distance

- Cross Section(s):**
 - Scale is 1/4" to 1'0" minimum
 - Details of roof construction
 - Details party walls between units
 - Heights between floors/ceilings
 - Mezzanine and/or floor construction
 - Wall construction of partition walls
 - Wall construction of walls between unit and adjoining units
 - Stairs to mezzanine / second floors
 - Rise, run, headroom, handrails
 - Guards & stair dimensioned

- Documentation:**
 - Building permit application
 - All names completed
 - All phone numbers complete
 - It is clear who applicant is
 - Authorization Form
 - Both owner and agent have signed
 - N/A
 - Landlord improvement checklist
 - Four (4) sets of drawings
 - Plumbing isometrics

- Structural Plan:** (Required if adding floor or mezzanine)
 - N/A
 - Four (4) sets of plans signed & sealed by a registered professional
 - Letters of Assurance (Schedule B sealed & signed with correct address and unit number).

Applicant Name: Signature:

Phone: () Cell: () Fax: ()