



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):

- | | | |
|--|--|---|
| <input type="checkbox"/> Site Plan: | <input type="checkbox"/> Location of building(s)
<input type="checkbox"/> Scale is 1/8" to 1'0" minimum
<input type="checkbox"/> Property Lines
<input type="checkbox"/> North Arrow | <input type="checkbox"/> Unit numbers labelled
<input type="checkbox"/> Streets labelled
<input type="checkbox"/> Key Plan (if bldg more than one story) |
| <input type="checkbox"/> Floor Plan(s):
(Required for each floor including mezzanines) | <input type="checkbox"/> Overall dimensions
<input type="checkbox"/> Rooms are named
<input type="checkbox"/> Interior room sizes
<input type="checkbox"/> Washrooms & fixtures
<input type="checkbox"/> Width of corridor
<input type="checkbox"/> Party walls | <input type="checkbox"/> Stairs location & dimensions
<input type="checkbox"/> Handrail, guards details
<input type="checkbox"/> Wall construction
<input type="checkbox"/> Size & swing of doors
<input type="checkbox"/> Partition wall details
<input type="checkbox"/> Travel distance |
| <input type="checkbox"/> Cross Section(s): | <input type="checkbox"/> Scale is 1/4" to 1'0" minimum
<input type="checkbox"/> Details of roof construction
<input type="checkbox"/> Details party walls between units

<input type="checkbox"/> Heights between floors/ceilings
<input type="checkbox"/> Mezzanine and/or floor construction
<input type="checkbox"/> Wall construction of partition walls | <input type="checkbox"/> Wall construction of walls between unit and adjoining units
<input type="checkbox"/> Stairs to mezzanine / second floors
<input type="checkbox"/> Rise, run, headroom, handrails
<input type="checkbox"/> Guards & stair dimensioned |
| <input type="checkbox"/> Documentation: | <input type="checkbox"/> Building permit application
<input type="checkbox"/> All names completed
<input type="checkbox"/> All phone numbers complete
<input type="checkbox"/> It is clear who applicant is

<input type="checkbox"/> Landlord improvement checklist
<input type="checkbox"/> Business License Inquiry Form | <input type="checkbox"/> Authorization Form
<input type="checkbox"/> Both owner and agent have signed
<input type="checkbox"/> N/A

<input type="checkbox"/> Four (4) sets of drawings
<input type="checkbox"/> Plumbing isometrics |
| <input type="checkbox"/> Structural Plan: (Required if adding floor or mezzanine)
<input type="checkbox"/> N/A | <input type="checkbox"/> Four (4) sets of plans signed & sealed by a registered professional
<input type="checkbox"/> Letters of Assurance (Schedule B sealed & signed with correct address and unit number). | |

Applicant Name: Signature:

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