



Building Permit Application Checklist

(K) Industrial, Commercial or Institutional – Interior Alterations

Permit #: _____ Completed by: _____ Date: _____

Project Location: _____

Application May Not Be Processed Until All Outstanding Information Is Submitted

***** Note to Applicants *****

Failure to submit outstanding information will result in a delay in the processing of this application.

This form summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. For more detailed information, please contact the agency directly.

Permit applications may be rejected where they are incomplete or of insufficient quality.

***** Office use only *****

A check “√” in the REQ'D column signifies that the document/approval is required and must be submitted by the applicant for review prior to permit issuance. A “X” in the REQ'D column signifies that the document/approval is deemed not required.

A corresponding check “√” in the REC'D column signifies that that required document/approval was submitted for review at the time of application. A corresponding circle “X” in the REC'D column signifies that that required document/approval was not submitted at the time of application and is an outstanding requirement prior to issuance.

**** Office Use ****

Documentary Requirements	REQ'D	REC'D
Application for a Permit to Construct or Demolish		
General Review and Commitment Certificated – signed by all professionals and owner of development (if applicable)		
Schedule 1 on Designer Information (Architectural/Structural, Mechanical, and Sewage – if applicable)		
Land and Building Use Declaration Form		
Flow Control Roof Drainage Declaration Form		
Mag Locks Installer's/Owner's Declaration Form (if applicable)		
Zoning: with grading approved by P. Eng or Ontario Land Surveyor		
Site Plan – showing final grading, building height, and setbacks to the property lines fully dimensioned with water, sanitary lines location and sizes indicated		
Architectural/Structural: ** All drawings submitted for building permit applications are required to be prepared and reviewed by an architect and/or professional engineer or as outlined in the Ontario Building Code.		
Project Cover Page ** – OBC matrix, key plan, general notes, drawing list...etc.		
Unit floor plans **		
Unit sections **		
Details schedules ** – wall, floor, windows & doors and hardware		
Structural Plan(S) & Drawings ** – general notes, legends, and Caledon Climatic Design Loads indicated (if applicable)		



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Mechanical/Plumbing: ** All drawings submitted for building permit applications are required to be prepared and reviewed by an architect and/or professional engineer or as outlined in the Ontario Building Code.		
HVAC Design Plan(S) – general notes and legends		
HVAC Calculations & Specifications		
Plumbing Plan(S) – general notes and legends		
Plumbing Calculations & Specifications		
Plumbing Data Form		
Electrical Drawings: ** All drawings submitted for building permit applications are required to be prepared and reviewed by an architect and/or professional engineer or as outlined in the Ontario Building Code.		
Electrical Drawings ** – general notes, exit lights, emergency lights, mag locks (completed mag lock form if applicable)		
Fire Protection: ** All drawings submitted for building permit applications are required to be prepared and reviewed by an architect and/or professional engineer or as outlined in the Ontario Building Code.		
Sprinkler System Drawings (if applicable) ** – general notes and legends		
Hydraulic Calculations & Water Demand Curve ** (if applicable)		
Fire Alarm (if applicable) ** – specifications, general notes, and legends		
Other Approval Required:		
Toronto and Region Conservation Authority (if applicable)		
Niagara Escarpment Commission (if applicable)		
Oak Ridges Morine through Site Plan Control (if applicable)		
Credit Valley Conservation (if applicable)		
Town of Caledon Heritage (if applicable)		
Peel Region Health Approval (if applicable)		
Source Water Protection (if applicable)		
Ministry of Transportation – Road Access for buildings/structures within 45m or 395m to Highway 9, Highway 10, and Highway 400 series (if applicable)		
Additional Documentation Identified to be Required at time of Application:		
1. _____		
2. _____		
3. _____		
4. _____		