



Certified MODEL (CMOD) Application Checklist

(L) Residential – Certified Model

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 Pre-Approval of CMOD. 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.

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 Approval. An “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 Approval.

***** Office Use *****

Documentary Requirements – refer to the website for different CMOD types	REQ'D	REC'D
Application for a Certified Model		
Schedule 1 on Designer Information (Architectural/Structural, Mechanical, and Sewage – if applicable)		
Energy Efficiency Design Summary Form (SB-12 Compliance)		
Architectural/Structural: ** with the qualified designer's name, BCIN#, signature, and a Statement that the qualified designer has reviewed and taken responsibility for the design activities		
Foundation Plan **		
Floor Plan Or Framing Plan ** – uses of rooms, plumbing fixture labelled and dimensioned **		
Roof Framing Plan **		
Building Elevations ** – existing & proposed windows/doors with sizes and finishes indicated		
Building Sections and Details **		
Engineered Truss Spec and Layout (if applicable) – stamped & sealed by P. Eng		
Engineered Floor Spec and Layout (if applicable) – Stamped & Sealed by P. Eng		
HVAC/Plumbing:		
HVAC drawing		
Heat gain/loss Calcs., duct design		
Residential Mechanical Design Summary		
Plumbing data form		
Additional Documentation Identified to be Required at time of Application:		
1. _____		