



## Building Permit Application Checklist

### (M) Fire Protection only

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 detail 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. 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 issuance.

\*\*\*\* Office Use \*\*\*\*

Documentary Requirements	REQ'D	REC'D
Application for a Permit to Construct or Demolish		
General Review and Commitment Certificate (if applicable) – signed by all professionals and the owner of the development		
Land and Building Use Declaration Form		
<b>Architectural/Structural:</b>		
Key Plan/Building Floor Plan		
<b>Electrical Drawings:</b> ** 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 signs, emergency lights, mag locks (completed mag lock form if applicable)		
<b>Fire Protection:</b> ** 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		
<b>Additional Documentation Identified to be Required at time of Application:</b>		
1. _____		
2. _____		