



Building Permit Application Checklist

(V) Portable Classroom

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. Additional documents may be required during the processing of this application.

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 – signed by all professionals and owner of the development		
Zoning: ** All drawings to be prepared and reviewed by and architect.		
SITE PLAN		
- Identifying location of proposed portable classroom(s), distance between classroom(s) with all setback dimensions to the property lines		
- Fire route, fire hydrants and fire department connections (if applicable)		
Architectural/Structural: ** All drawings to be prepared and reviewed by and architect and professional engineer.		
Ontario Building Code Matrix **		
Footing/Foundation Plan **		
Floor Plan **		
Structural/Framing Plans		
Building Elevations **		
- Proposed finishes indicated, windows/doors with sizes and limiting distance calculations		
Building Sections and Details **		
Stairs and ramp construction details **		
HVAC/Plumbing: ** All drawings to be prepared and reviewed by professional engineer.		
HVAC Drawing **		
Heat Loss/Gain Calculations **		
Plumbing Drawings or Site Servicing Plans (if applicable)		
CSA A277 Certificate for Prefabricated Buildings or SB-10 Energy Efficiency Package (if applicable)		



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Electrical Drawings: ** All drawings to be prepared and reviewed by professional engineer.		
Fire Alarm Plans ** - 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)		
Additional Documentation Identified to be Required at time of Application:		
1. _____		
2. _____		
3. _____		