



## Information Required when Applying for a BUILDING PERMIT

A building permit application form must be completed by the owner or an agent of the owner.

Information required on the application form includes:

- Legal description and, if available, civic address of building location.
- Owner's name, address, telephone number.
- Designer's name, address, telephone number.
- Contractor's or builder's name, address, telephone number.
- Use and size of building.
- Type of work being done (new, addition, alteration, renovation, repair, etc.)
- Construction information (materials).
- Value of construction for all of the work including materials, installed systems, labour, overhead and profit.

Drawings must be submitted with the completed building permit application to show what will be built. All drawings should:

- Show the owner's name, project name, and date.
- Be drawn to scale (1:50 or  $\frac{1}{4} = 1$  or to suit) and the scale should be noted.
- Be blackline or blue-line prints on good quality paper.
- Have legible letters and dimensions that can be read from the bottom or right-hand side of the page.
- If professional design is required, be marked with the architect's or engineer's stamp and signature.
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

The required drawings are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

**SITE PLAN** legal description of building location (or civic address, if available); size of the site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage.

**FOUNDATION PLAN** overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors, windows; foundation drainage.

**FLOOR PLAN** size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

**STRUCTURAL PLANS** size, material and location of: columns, beams; joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.

**ELEVATIONS** views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.

**CROSS-SECTIONS AND DETAILS** cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapor protection; insulation.

**MECHANICAL PLANS** description and location of heating, ventilating and air-conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

**ELECTRICAL PLANS** type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.