



Application Completeness Checklist – Interior Alterations

Address

Date

Legend ☒ Submitted ☐ Not Submitted ☒ Not Applicable

Site Plan (Where Applicable – Change of Use)			
☐	Designer information on documents (OAA / P.Eng / BCIN)		
☐	Zoning Summary (Use & parking requirements)		
☐	Overall dimensions of Unit or Suite		
☐	Location of all above ground electrical conductors		
Design - Architectural			
☐	Designer information on documents (OAA / P.Eng / BCIN)		
☐	Ontario Building Code Data Matrix		
☐	Life Safety Plans		
☐	Fire Separation – Location & Details		
☐	Floor plan of each floor level (specify rooms)		
☐	Reflected Ceiling Plans		
☐	Exterior Building Elevations (Spatial Separation Calculations)		
☐	Building and Wall Sections		
☐	Stair, landings, deck, guard and handrail details		
☐	Room Finish and Door / Hardware Schedules		
☐	Details and construction notes / Specifications		
Design - Structural			
☐	Designer information on documents (OAA / P.Eng / BCIN)		
☐	Footing / Foundation Design (including design loads)		
☐	Floor and Roof Framing Plan (including design loads)		
☐	Column and Beam Schedules		
☐	Sections and Details		
☐	Pre-engineered structural system design (trusses etc)		
☐	Fire resistance rating / fire protection elements		
☐	Welding Validation Letter		
Design - Mechanical (HVAC & Plumbing)			
☐	Designer information on documents (OAA / P.Eng / BCIN)		
☐	HVAC drawings coordinated with architectural plans		
☐	Heat Loss / Heat Gain calculations		
☐	Equipment and Design Specifications		
☐	Fire Protection Systems (Sprinkler and Standpipe)		
☐	Plumbing Plans (fixtures, supply, sanitary, venting)		
☐	Riser Diagrams		
☐	Fire Stopping Details		
Design – Electrical & Fire Protection			
☐	Designer information on documents (OAA / P.Eng / BCIN)		
☐	Electrical Drawings		
☐	Electrical Supply and Distribution Plans		
☐	Lighting and Emergency Lighting Layout		
☐	Fire Protection Plans		
☐	Riser Diagrams and Fire Alarm Zoning Information		
☐	Fire-Stopping Details		
Other Required Documents			
☐	Completed Application Form		
☐	Commitment to General Review Form		
☐	Schedule 1		
☐	Completed Applicable Law Checklist		
☐	Algoma Public Health Approval		
☐	Plumbing Application		
☐	CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems		
☐	Record of Site Condition (Brownfield Site)		
☐	Minor Variance Approval / Appeal Period (if required)		
☐	Rezoning Application (where applicable)		
Permit Fee Calculations			
Item	Area (m ²) unit/fixture	Cost per m ² or per unit / fixture	Total
Building Fees			
Plumbing		\$20.75	
Heating			
Occupancy Fee		\$23.00	
Other			
Other			
Total Permit Fee:			\$

I, _____ acknowledge that the application described above does not meet the requirements of 1.3.1.3.(1) of the 2006 Building Code and hereby waive my right to the permit being issued or refused within the time periods prescribed in the building code. I understand that the items described above must be completed before this application can be fully processed or a permit issued.

Date: _____ Signature of Applicant _____