



Application Completeness Checklist – Non-Housing

(New Buildings and Additions)

Address

Date

Legend ☒ Submitted ☐ Not Submitted ☒ Not Applicable

Site Services	Design - Mechanical (HVAC & Plumbing)																												
<input type="checkbox"/> Site is served by municipal water	<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)																												
<input type="checkbox"/> Private Well	<input type="checkbox"/> HVAC drawings coordinated with architectural plans																												
<input type="checkbox"/> Site is served by municipal sewers	<input type="checkbox"/> Heat Loss / Heat Gain calculations																												
<input type="checkbox"/> Private on-site sewerage system (APH Approval Required)	<input type="checkbox"/> Equipment and Design Specifications																												
Site Plan	<input type="checkbox"/> Fire Protection Systems (Sprinkler and Standpipe)																												
<input type="checkbox"/> Designer information on documents	<input type="checkbox"/> Plumbing Plans (fixtures, supply, sanitary, venting)																												
<input type="checkbox"/> Zoning Summary (permitted uses)	<input type="checkbox"/> Riser Diagrams																												
<input type="checkbox"/> Property lines referenced to a current survey	<input type="checkbox"/> Fire Stopping Details																												
<input type="checkbox"/> Location of all proposed and existing buildings	Design – Electrical & Fire Protection																												
<input type="checkbox"/> Overall dimensions of buildings	<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)																												
<input type="checkbox"/> Location of all above ground electrical conductors	<input type="checkbox"/> Electrical Drawings																												
Design - Architectural	<input type="checkbox"/> Electrical Supply and Distribution Plans																												
<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)	<input type="checkbox"/> Lighting and Emergency Lighting Layout																												
<input type="checkbox"/> Ontario Building Code Data Matrix	<input type="checkbox"/> Fire Protection Plans																												
<input type="checkbox"/> Life Safety Plans	<input type="checkbox"/> Riser Diagrams and Fire Alarm Zoning Information																												
<input type="checkbox"/> Fire Separation – Location & Details	<input type="checkbox"/> Fire-Stopping Details																												
<input type="checkbox"/> Floor plans of each floor level (specify rooms)	Other Required Documents																												
<input type="checkbox"/> Limiting Distance / Spatial Separation Calculations	<input type="checkbox"/> Completed Application Form																												
<input type="checkbox"/> Exterior Building Elevations	<input type="checkbox"/> Commitment to General Review Form																												
<input type="checkbox"/> Reflected Ceiling Plans	<input type="checkbox"/> Schedule 1																												
<input type="checkbox"/> Building and Wall Sections	<input type="checkbox"/> Completed Applicable Law Checklist																												
<input type="checkbox"/> Stair, landings, deck, guard and handrail details	<input type="checkbox"/> Algoma Public Health Approval																												
<input type="checkbox"/> Room Finish and Door / Hardware Schedules	<input type="checkbox"/> Conservation Authority Approval																												
<input type="checkbox"/> Details and construction notes / Specifications	<input type="checkbox"/> Plumbing Application																												
Design - Structural	<input type="checkbox"/> CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems																												
<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)	<input type="checkbox"/> Development Control Agreement (where applicable)																												
<input type="checkbox"/> Footing / Foundation Design (including design loads)	<input type="checkbox"/> Record of Site Condition (Brownfield Site)																												
<input type="checkbox"/> Floor and Roof Framing Plan (including design loads)	<input type="checkbox"/> Minor Variance Approval / Appeal Period (if required)																												
<input type="checkbox"/> Column and Beam Schedules	<input type="checkbox"/> Rezoning Application (where applicable)																												
<input type="checkbox"/> Sections and Details	Permit Fee Calculations																												
<input type="checkbox"/> Pre-engineered structural system design (trusses etc)	<table border="1"><thead><tr><th>Item</th><th>Area (m²) unit/fixture</th><th>Cost per m² or per unit / fixture</th><th>Total</th></tr></thead><tbody><tr><td>Building Fees</td><td></td><td></td><td></td></tr><tr><td>Plumbing</td><td></td><td>\$20.75</td><td></td></tr><tr><td>Heating</td><td></td><td></td><td></td></tr><tr><td>Occupancy Fee</td><td></td><td>\$23.00</td><td></td></tr><tr><td>Other</td><td></td><td></td><td></td></tr><tr><td>Other</td><td></td><td></td><td></td></tr></tbody></table>	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			
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Other																													
<input type="checkbox"/> Fire resistance rating / fire protection elements																													
<input type="checkbox"/> Welding Validation Letter																													

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 _____