



Application Completeness Checklist – Interior Alterations

Address

Date

Legend ☒ Submitted ☐ Not Submitted ☒ Not Applicable

Site Plan (Where Applicable – Change of Use)			
<input type="checkbox"/>	Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/>	Zoning Summary (Use & parking requirements)		
<input type="checkbox"/>	Overall dimensions of Unit or Suite		
<input type="checkbox"/>	Location of all above ground electrical conductors		
Design - Architectural			
<input type="checkbox"/>	Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/>	Ontario Building Code Data Matrix		
<input type="checkbox"/>	Life Safety Plans		
<input type="checkbox"/>	Fire Separation – Location & Details		
<input type="checkbox"/>	Floor plan of each floor level (specify rooms)		
<input type="checkbox"/>	Reflected Ceiling Plans		
<input type="checkbox"/>	Exterior Building Elevations (Spatial Separation Calculations)		
<input type="checkbox"/>	Building and Wall Sections		
<input type="checkbox"/>	Stair, landings, deck, guard and handrail details		
<input type="checkbox"/>	Room Finish and Door / Hardware Schedules		
<input type="checkbox"/>	Details and construction notes / Specifications		
Design - Structural			
<input type="checkbox"/>	Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/>	Footing / Foundation Design (including design loads)		
<input type="checkbox"/>	Floor and Roof Framing Plan (including design loads)		
<input type="checkbox"/>	Column and Beam Schedules		
<input type="checkbox"/>	Sections and Details		
<input type="checkbox"/>	Pre-engineered structural system design (trusses etc)		
<input type="checkbox"/>	Fire resistance rating / fire protection elements		
<input type="checkbox"/>	Welding Validation Letter		
Design - Mechanical (HVAC & Plumbing)			
<input type="checkbox"/>	Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/>	HVAC drawings coordinated with architectural plans		
<input type="checkbox"/>	Heat Loss / Heat Gain calculations		
<input type="checkbox"/>	Equipment and Design Specifications		
<input type="checkbox"/>	Fire Protection Systems (Sprinkler and Standpipe)		
<input type="checkbox"/>	Plumbing Plans (fixtures, supply, sanitary, venting)		
<input type="checkbox"/>	Riser Diagrams		
<input type="checkbox"/>	Fire Stopping Details		
Design – Electrical & Fire Protection			
<input type="checkbox"/>	Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/>	Electrical Drawings		
<input type="checkbox"/>	Electrical Supply and Distribution Plans		
<input type="checkbox"/>	Lighting and Emergency Lighting Layout		
<input type="checkbox"/>	Fire Protection Plans		
<input type="checkbox"/>	Riser Diagrams and Fire Alarm Zoning Information		
<input type="checkbox"/>	Fire-Stopping Details		
Other Required Documents			
<input type="checkbox"/>	Completed Application Form		
<input type="checkbox"/>	Commitment to General Review Form		
<input type="checkbox"/>	Schedule 1		
<input type="checkbox"/>	Completed Applicable Law Checklist		
<input type="checkbox"/>	Algoma Public Health Approval		
<input type="checkbox"/>	Plumbing Application		
<input type="checkbox"/>	CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems		
<input type="checkbox"/>	Record of Site Condition (Brownfield Site)		
<input type="checkbox"/>	Minor Variance Approval / Appeal Period (if required)		
<input type="checkbox"/>	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		\$21.25	
Heating			
Occupancy Fee		\$23.75	
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 _____