



# Application Completeness Checklist – Non-Housing

(New Buildings and Additions)

Address

Date

**Legend**   ☒ Submitted   ☐ Not Submitted   ☒ Not Applicable

<b>Site Services</b>
<input type="checkbox"/> Site is served by municipal water
<input type="checkbox"/> Private Well
<input type="checkbox"/> Site is served by municipal sewers
<input type="checkbox"/> Private on-site sewerage system (APH Approval Required)
<b>Site Plan</b>
<input type="checkbox"/> Designer information on documents
<input type="checkbox"/> Zoning Summary (permitted uses)
<input type="checkbox"/> Property lines referenced to a current survey
<input type="checkbox"/> Location of all proposed and existing buildings
<input type="checkbox"/> Overall dimensions of buildings
<input type="checkbox"/> Location of all above ground electrical conductors
<b>Design - Architectural</b>
<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 plans of each floor level (specify rooms)
<input type="checkbox"/> Limiting Distance / Spatial Separation Calculations
<input type="checkbox"/> Exterior Building Elevations
<input type="checkbox"/> Reflected Ceiling Plans
<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
<b>Design - Structural</b>
<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

<b>Design - Mechanical (HVAC &amp; Plumbing)</b>																												
<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																												
<b>Design – Electrical &amp; Fire Protection</b>																												
<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																												
<b>Other Required Documents</b>																												
<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"/> Conservation Authority Approval																												
<input type="checkbox"/> Plumbing Application																												
<input type="checkbox"/> CSA 448 Schedule A and Schedule B for Geothermal Closed Loop Systems																												
<input type="checkbox"/> Development Control Agreement (where applicable)																												
<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)																												
<b>Permit Fee Calculations</b>																												
<table border="1"><thead><tr><th>Item</th><th>Area (m<sup>2</sup>) unit/fixture</th><th>Cost per m<sup>2</sup> 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>\$21.25</td><td></td></tr><tr><td>Heating</td><td></td><td></td><td></td></tr><tr><td>Occupancy Fee</td><td></td><td>\$23.75</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 <sup>2</sup> ) unit/fixture	Cost per m <sup>2</sup> or per unit / fixture	Total	Building Fees				Plumbing		\$21.25		Heating				Occupancy Fee		\$23.75		Other				Other			
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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 \_\_\_\_\_