



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			
<input type="checkbox"/> Overall dimensions of buildings			
<input type="checkbox"/> Location of all above ground electrical conductors			
Design - Architectural	Design – Electrical & Fire Protection		
<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)	<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)		
<input type="checkbox"/> Ontario Building Code Data Matrix	<input type="checkbox"/> Electrical Drawings		
<input type="checkbox"/> Life Safety Plans	<input type="checkbox"/> Electrical Supply and Distribution Plans		
<input type="checkbox"/> Fire Separation – Location & Details	<input type="checkbox"/> Lighting and Emergency Lighting Layout		
<input type="checkbox"/> Floor plans of each floor level (specify rooms)	<input type="checkbox"/> Fire Protection Plans		
<input type="checkbox"/> Limiting Distance / Spatial Separation Calculations	<input type="checkbox"/> Riser Diagrams and Fire Alarm Zoning Information		
<input type="checkbox"/> Exterior Building Elevations	<input type="checkbox"/> Fire-Stopping Details		
<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			
Design - Structural	Other Required Documents		
<input type="checkbox"/> Designer information on documents (OAA / P.Eng / BCIN)	<input type="checkbox"/> Completed Application Form		
<input type="checkbox"/> Footing / Foundation Design (including design loads)	<input type="checkbox"/> Commitment to General Review Form		
<input type="checkbox"/> Floor and Roof Framing Plan (including design loads)	<input type="checkbox"/> Schedule 1		
<input type="checkbox"/> Column and Beam Schedules	<input type="checkbox"/> Completed Applicable Law Checklist		
<input type="checkbox"/> Sections and Details	<input type="checkbox"/> Algoma Public Health Approval		
<input type="checkbox"/> Pre-engineered structural system design (trusses etc)	<input type="checkbox"/> Conservation Authority Approval		
<input type="checkbox"/> Fire resistance rating / fire protection elements	<input type="checkbox"/> Plumbing Application		
<input type="checkbox"/> Welding Validation Letter	<input type="checkbox"/> CSA 448 Schedule A and Schedule B for Geothermal		
	<input type="checkbox"/> 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)		
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			

I, _____ acknowledge that the application described above does not meet the requirements of 13.1.3.(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 _____