



Planning & Development Department Building Division

Landlord Improvement Building Permit Application Checklist Commercial/Industrial/Multi-Family/Institutional

Date: / / 20.....

Project Address:

BP Application Number: B

Legal:

Zone:

Proposed Occupancy (Use):

- | | | |
|--|--|--|
| <input type="checkbox"/> Site Plan: | <input type="checkbox"/> Location of building(s) | <input type="checkbox"/> Unit numbers labelled |
| | <input type="checkbox"/> Scale is 1/8" to 1'0" minimum | <input type="checkbox"/> Streets labelled |
| | <input type="checkbox"/> Property Lines | <input type="checkbox"/> Key Plan (if bldg more than one story) |
| | <input type="checkbox"/> North Arrow | |
| <input type="checkbox"/> Floor Plan(s):
(Required for each floor including mezzanines) | <input type="checkbox"/> Overall dimensions | <input type="checkbox"/> Stairs location & dimensions |
| | <input type="checkbox"/> Rooms are named | <input type="checkbox"/> Handrail, guards details |
| | <input type="checkbox"/> Interior room sizes | <input type="checkbox"/> Wall construction |
| | <input type="checkbox"/> Washrooms & fixtures | <input type="checkbox"/> Size & swing of doors |
| | <input type="checkbox"/> Width of corridor | <input type="checkbox"/> Partition wall details |
| | <input type="checkbox"/> Party walls | <input type="checkbox"/> Travel distance |
| <input type="checkbox"/> Cross Section(s): | <input type="checkbox"/> Scale is 1/4" to 1'0" minimum | <input type="checkbox"/> Wall construction of walls between unit and adjoining units |
| | <input type="checkbox"/> Details of roof construction | <input type="checkbox"/> Stairs to mezzanine / second floors |
| | <input type="checkbox"/> Details party walls between units | <input type="checkbox"/> Rise, run, headroom, handrails |
| | <input type="checkbox"/> Heights between floors/ceilings | <input type="checkbox"/> Guards & stair dimensioned |
| | <input type="checkbox"/> Mezzanine and/or floor construction | |
| | <input type="checkbox"/> Wall construction of partition walls | |
| <input type="checkbox"/> Documentation: | <input type="checkbox"/> Building permit application | <input type="checkbox"/> Authorization Form |
| | <input type="checkbox"/> All names completed | <input type="checkbox"/> Both owner and agent have signed |
| | <input type="checkbox"/> All phone numbers complete | <input type="checkbox"/> N/A |
| | <input type="checkbox"/> It is clear who applicant is | |
| | <input type="checkbox"/> Landlord improvement checklist | <input type="checkbox"/> Four (4) sets of drawings |
| | | <input type="checkbox"/> Plumbing isometrics |
| <input type="checkbox"/> Structural Plan: (Required if adding floor or mezzanine) | <input type="checkbox"/> Four (4) sets of plans signed & sealed by a registered professional | |
| <input type="checkbox"/> N/A | <input type="checkbox"/> Letters of Assurance (Schedule B sealed & signed with correct address and unit number). | |

Applicant Name: Signature:

Phone: Cell: Fax: