

The following items are to be filled out by your Designer
(where applicable by scope of work).

Civic Address: _____

The checklist below outlines the information required to be included on the permit drawing submission.

Site Plan

- Show all required off-street parking stalls
- Show path from suite parking to suite entrance

Floor Plans (specify unless noted and confirmed existing)

- Landings (where required)
- Stairs (where applicable)
- Door sizes
- Hallways (minimum width)
- Ceiling heights (difference in ceiling heights to be noted)
- Windows (size / egress and safety glass)
- Window wells (sizing / protection)
- Smoke / CO detectors (locations)
- Exits
- Plumbing fixture locations
- Rooms labeled
- HWT and furnace locations
- Suite heating and ventilation method(s) indicated
- Fully dimensioned

Elevations (altered elevations only)

- Window and door locations/sizing consistent with floor plans

Construction Assemblies

- All required framed assemblies listed
- All required fire resistant assemblies listed