

The following items are to be filled out by your Architect or 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**

- Location of suite indicated within building
- Location of required repairs indicated within building

### **Floor Plan**

- Suite layout (drawn to scale, fully dimensioned and all rooms labelled)
- Reflected Ceiling plan (T-bar layout, light fixture locations, diffuser locations, etc.)
- Identify required fire separations
- Show all door and window locations and sizes
- Show travel distances to all required exits or means of egress
- Adjacent occupancies labelled

### **Cross Section**

- Wall and Ceiling heights
- Identify the adjacent occupancies (above and below in a multi-storey building)
- Identify required fire separations
- Provide any assembly details and specifications for all walls, floors, and ceilings affected or included in the scope of work