

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 all existing adjacent buildings
- Location of suite indicated within building

#### **Floor Plan**

- Show all door and window locations and sizes
- 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 and suite 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**

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