

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**

- North arrow
- Street name indicated
- Location of building and all adjacent buildings shown
- Location of suite indicated within building
- Parking calculations in compliance with Abbotsford Zoning Bylaw (Section 150) - Required for all new restaurants, assembly occupancies or any change of occupancy proposing an increased occupant load.

### **Floor Plan**

- Demolition plan (existing layout before proposed changes)
- Existing floor layout with suite located
- Proposed suite layout (drawn to scale, fully dimensioned and all rooms labelled)
- 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
- Accessibility requirements for persons with disabilities shown
- Occupant Load calculations shown
- 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 and suite separations
- Provide any assembly details and specifications for all walls, floors, and ceilings affected or included in the scope of work
- Provide any details and specifications for required sound transmission classification rated assemblies

### **Elevations (only required if exterior alterations proposed)**

- Planning Approval required