

APPENDIX
Town Of Bradford West Gwillimbury
PERMIT APPLICATION CHECKLIST
Non-Residential

Permit Application No.:

Project Address:
Applicant's Name:

NOTE TO PERMIT APPLICANTS:

All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable law. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the work and the proposed occupancy will conform to the Ontario Building Code. The following checklist summarizes the documentation that must be submitted at the time of a building permit application. Permit applications will not be accepted where any of the required information is not submitted.

DOCUMENTATION REQUIRED AT TIME OF PERMIT APPLICATION	Req'd	N/A	Rec'd	Outstanding
Forms/Documents				
Application for a Permit to Construct or Demolish				
Agent Authorization (if applicable)				
Commitment to General Review signed by all project team disciplines				
Building Code Data Matrix or Statement of Design (alternatively include on Architectural Site Plan)				
Land and Building Use Declaration (including identification of any hazardous materials)				
ASHRAE 90.1 Energy Certification Form will need to be obtained				
Flow Control Roof Drainage Form (to be filled out by Mechanical and Structural Engineer)				
Geotechnical Investigation Report				
Development Charge Forms				
Plumbing Worksheet				
Architectural Site Plan (Three (3) copies of drawing bearing City Site Plan Approval stamp & Architects stamp)				
Property lines, parking verification of building footprint, building dimensions & setbacks to property lines				
Overall Dimensions (width/length) of all buildings				
Zoning summary (summary of permitted/proposed zoning provisions)				
Proposed and existing grades, sidewalk elevations and proposed finished floor elevations of all buildings				
Barrier free curb cuts, parking and ramps and all associated details				
Architectural Drawings (Three (3) sets – all to have Architect's seal)				
Floor plans fully dimensioned, identifying rooms & spaces, wall construction & fire separations ULC/WH#				
Reflected ceiling plans and associated details (co-coordinated with electrical consultant)				
Roof Plan and associated details including any screening requirements for mechanical roof top equipment				
Building Elevations (bearing Site Plan Approval stamp)				
Building cross-sections				
Wall sections, stair sections and plan and section construction details				
Enlarged detail plan (B/F washroom, stair enclosures) and associated details, millwork details)				
Door and Room Finish Schedules (if not in specification)				
Structural Drawings (Three (3) sets – all to have Professional Engineer's seal)				
Design specifications c/w loading, deflection, wind uplift & earthquake analysis & reference to Geo Report				
Foundation plan and associated details (piles & caissons)				
Floor framing plans c/w beam & column schedule				
Roof Framing plan (confirm control flow drainage design requirements)				
Structural details pertaining to structural connections, framing or any exterior canopy structures				
Mechanical Drawings (Three (3) sets – all to have Professional Engineer's seal)				
Site servicing drawing (bearing Site Plan Approval Stamp)				
Floor plans for both HVAC and plumbing c/w equipment schedule				
Roof plan showing drainage and equipment schedule for roof mounted equipment				
Electrical Drawings (Three (3) sets – all to have Professional Engineer's seal)				
Electrical site servicing drawing where separate from mechanical				
Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment				
Fire alarm system drawings (separate or combined with general electrical drawings) including FA riser detail				
Other Submissions				
Complete Construction Specifications (Architectural, Structural, Mechanical and Electrical)				
Sprinkler shop drawings, sprinkler riser diagram and hydraulic calculations				
Security Hardware including electromagnetic locking system drawings and details				
Industrial Rack Storage System drawings complete with BMEC authorization				
Schedule 1 Designer Information (one form for each individual who takes responsibility for design activities)				
Schedule 3 Applicable Law (see attached Approvals Checklist)				
APPLICATION STATUS			SIGNATURE	
This permit application has been accepted and review will commence				
This permit application does not contain the necessary information and has not been accepted				