



**COMPLETE APPLICATION  
 CHECKLIST - MISCELLANEOUS**

Pursuant to Article 1.3.1.3, Div. C of the Building Code

Applicant: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Location of Work: \_\_\_\_\_

**Application cannot be deemed complete until the following conditions are satisfied:**

Provided Outstanding Submitted

(a) Application is made in the correct form (provincial form) – all applicable fields on the application form are completed \_\_\_\_\_

(b) Application is made by owner or authorized agent  
 • Owner, \_\_\_\_\_  
 • Authorized Agent (Owner's Authorization attached) \_\_\_\_\_

(c) Required schedules are completed and submitted  
 • Schedule 1 \_\_\_\_\_  
 • Schedule 2 \_\_\_\_\_

(d) Copy of Deed to property \_\_\_\_\_

(e) Building permit fee has been paid (Building permit fee remitted with application is preliminary). \_\_\_\_\_

(f) Compliance with Applicable Law  
 • Zoning \_\_\_\_\_  
 • Heritage \_\_\_\_\_  
 • Site Plan Approval \_\_\_\_\_  
 • Conservation Approval \_\_\_\_\_  
 • NEC Development Permit \_\_\_\_\_  
 • \_\_\_\_\_  
 • \_\_\_\_\_

(g) Professional design required (design documentation to be stamped, signed and dated)  
 1. Architect \_\_\_\_\_  
 2. P. Engineer(s) \_\_\_\_\_

(h) Application is accompanied by 2 copies (unless otherwise noted) of the design documentation:  
 • Plot plan/Survey \_\_\_\_\_  
 • Grading Plan – Stamped by Grading Eng. Or OLS (3 copies) \_\_\_\_\_  
 • Design Documentation  
 1. Architectural \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**COMPLETE APPLICATION  
 CHECKLIST - MISCELLANEOUS**

**Pursuant to Article 1.3.1.3, Div. C of the Building Code**

Provided Outstanding Submitted

2. Structural

_____	_____
_____	_____
_____	_____

3. Mechanical

_____	_____
_____	_____
_____	_____

4. Electrical

_____	_____
_____	_____
_____	_____

5. Energy Efficiency

_____	_____
_____	_____

6. Other

_____	_____
_____	_____

- Separate Checklist (attached) \_\_\_\_\_

**The purpose of this document is to advise the applicant and provide written notice of an incomplete application. Incomplete applications are not subject to a full review within the time frames set out in the Ontario Building Code. Based on the documentation/information received this application is deemed:**

**Incomplete**

**Pursuant to the OBC, Div. C, a.1.3.1.3. a copy of this checklist is given to applicant at the application time.**

**Note:**

1. Compliance with some other Applicable Law may be required as result of detailed plans review.
2. Additional documentation/information may be required as result of a detailed plans review.
3. The following items are not considered in deeming the application incomplete but are required prior to or at the time of issuance of Building Permit.

- Development Charges (to be paid at the time of permit issuance) \_\_\_\_\_
- Damage Deposit (to be paid at the application time) \_\_\_\_\_
- General Review Commitment Certificate Forms \_\_\_\_\_

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date (YY/MM/DD)

\_\_\_\_\_  
 Building Services Representative