



**Complete Application Checklist**  
**Other than Small Residential & 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,			_____
• Authorized Agent (Owner's Authorization attached)			_____
(c) Schedule 1 is completed and submitted			_____
(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			_____
• NEC Development Permit			_____
• Conservation Approval(s) _____			_____
• MTO – Building and Land Use Permit			_____
• MOE – Environmental Approvals			_____
• Clean Water Act			_____
• _____			_____
• _____			_____
(g) Services			
• On-site Sewage Disposal System			_____
• Halton Region Well approval			_____
• Halton Region Water Service Permit			_____
(h) Professional design required (design documentation to be stamped, signed and dated)			
1. Architect			_____
2. P. Engineer(s) _____			_____
(i) 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)			_____
• Geotechnical Report (1 copy)			_____
• Energy Efficiency			_____
• Architectural			
1. OBC Data Matrix			_____
2. floor layouts			_____
3. cross sections			_____
4. elevations			_____
5. details and specifications			_____
6. other _____			_____
• Structural			
1. Design Criteria			_____
2. footings/foundations plans			_____



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- 3. floor layouts \_\_\_\_\_
- 4. roof layout (including individual truss design, if required) \_\_\_\_\_
- 5. structural steel \_\_\_\_\_
- 6. details/specifications \_\_\_\_\_
- 7. other \_\_\_\_\_
  
- HVAC
  - 1. heat gain/heat loss calculation \_\_\_\_\_
  - 2. mechanical layouts \_\_\_\_\_
  - 3. details and equipment data \_\_\_\_\_
  - 4. other \_\_\_\_\_
  
- Plumbing
  - 1. site servicing drawings \_\_\_\_\_
  - 2. plumbing (drains, waterlines, vents) layouts for all floors \_\_\_\_\_
  - 3. specifications, including service pipe sizing \_\_\_\_\_
  - 4. other \_\_\_\_\_
  
- Fire protection systems
  - 1. hydraulic calculations (sprinklers) \_\_\_\_\_
  - 2. hydraulic calculations (standpipe) \_\_\_\_\_
  - 3. sprinkler system layout \_\_\_\_\_
  - 4. standpipe system layout \_\_\_\_\_
  - 5. details & specifications \_\_\_\_\_
  - 6. equipment data \_\_\_\_\_
  - 7. other \_\_\_\_\_
  
- Electrical
  - 1. electrical layout for all floors (lighting, exit signs, emergency lighting) \_\_\_\_\_
  - 2. fire alarm system layouts \_\_\_\_\_
  - 3. details & specifications \_\_\_\_\_
  - 4. 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