

Building Permit Application Requirement List: COMMERCIAL / INDUSTRIAL

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

1. Set of construction plans detailing:

- Civic address, including unit number
- Previous and proposed use
- Total area of building
- Total area of space being developed
- Dimensions and use of rooms and spaces
- Wall details for demising or fire-rated walls
- Height of building and number of floors
- Magnetic locking devices, including:
 - Location of all devices
 - Specification data for all devices
 - Description of the system operation
- NECB project summary form for new builds.
- Existing or proposed sprinkler and fire alarms systems
- Elevation plans for new builds and exterior renovations

NOTE: Other documentation that may be required, including, but not limited to:

- *Site Plan*
- *Mechanical and electrical drawings for all Part 3 design (Schedule A and/or B)*
- *Engineered drawings where a mezzanine is included in scope of project*

2. Letter of Authorization from the **property owner(s)** registered on title, including contact information.

3. Letter of Intent providing a detailed description of the proposed project.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)