

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

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

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

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

	Req'd & Provided	Req'd & Outstanding	Outstanding & Submitted
(a) Application is made in the correct form (provincial form) – all applicable fields on the application form are completed	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Schedule 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Schedule 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
(b) Application is made by owner or authorized agent			
• Owner,	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Authorized Agent (Owner's Authorization attached)	<input type="checkbox"/>	<input type="checkbox"/>	_____
(c) Copy of Deed to property (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____
(d) Building permit fee has been paid (Building permit fee remitted with application is preliminary).	<input type="checkbox"/>	<input type="checkbox"/>	_____
(f) Compliance with Applicable Law			
• Zoning	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Heritage	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Conservation Approval _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• NEC Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean Water Act	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
(g) Professional design required (design documentation to be stamped, signed and dated)			
1. Architect	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. P. Engineer(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
(h) Application is accompanied by 2 copies (unless otherwise noted) of the design documentation:			
• Plot plan/Survey	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Grading Plan (where required) – Stamped by Grading Eng. Or OLS (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Design Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
1. Architectural			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Structural			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Mechanical			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Req'd & Provided	Req'd & Outstanding	Outstanding & Submitted
4. Electrical			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Energy Efficiency			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Fire Protection Systems			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Plumbing Sizing of Water Service line			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Other			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Separate Checklist (attached) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**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 (where applicable, to be paid at the time of permit issuance)
- Damage Deposit (to be paid at the application time)
- General Review Commitment Certificate Forms

4. Well approval is required to be submitted prior to the Final Plumbing inspection for the buildings/properties outside of the urban areas.

\_\_\_\_\_  
Applicant

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

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