

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"/>	_____
(b) Application is made by			
• 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"/>	_____
(e) 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"/>	_____
• NEC Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Conservation Approval(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• MTO – Building and Land Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
• MOE – Environmental Approvals	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean Water Act	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
(g) Services			
• On-site Sewage Disposal System Permit issued	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Halton Region Well approval	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Halton Region Water Service Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
(h) 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"/>	_____
(i) Application is accompanied by 2 copies (unless otherwise noted) of the design documentation:			
• Plot plan/Survey	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Grading plan - Stamped by Grading Eng. or OLS (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Geotechnical Report (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Energy Efficiency Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Architectural			
1. OBC Data Matrix	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. floor layouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. cross sections	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. elevations	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. details and specifications	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Structural			
1. Design Criteria	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. footings/foundations plans	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Req'd & Provided	Req'd & Outstanding	Outstanding & Submitted
3. floor layouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. roof layout (including individual truss design, if required)	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. structural steel	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. details/specifications	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• HVAC			
1. heat gain/heat loss calculation	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. mechanical layouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. details and equipment data	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Plumbing			
1. site servicing drawings	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. plumbing (drains, waterlines, vents) layouts for all floors	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Sizing of Water Service line	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fire protection systems			
1. hydraulic calculations (sprinklers)	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. hydraulic calculations (standpipe)	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. sprinkler system layout	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. standpipe system layout	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. water supply for firefighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. details & specifications	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. equipment data	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Electrical			
1. electrical layout for all floors (lighting, exit signs, emergency lighting)	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. fire alarm system layouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. details & specifications	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. other _____	<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   \_\_\_\_\_

\_\_\_\_\_  
Applicant

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

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