

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) Schedule 1 completed and submitted	<input type="checkbox"/>	<input type="checkbox"/>	_____
(d) 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) Tarion Warranty Corporation Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
(g) 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(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• NEC Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
• On-Site Sewage disposal system permit issued	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Halton Region Service Permit and/or Well approval*	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean Water Act	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Interim Control By-law	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<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"/>	_____
• Geotechnical Report (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Grading plan (where applicable) - Stamped by Grading Eng. or OLS (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Energy Efficiency Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Architectural/Structural			
1. footings layout	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. all floors layouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. roof layout	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. trusses – (layout and individual trusses)	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. cross sections	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. elevations	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. structural drawings required by P.Eng.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. details/specifications/construction notes	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Req'd & Req'd & Outstanding
Provided Outstanding Submitted

- HVAC
 1. heat gain/heat loss calculation/duct design _____
 2. duct layouts _____
 3. equipment data _____
 4. solid fuel-fired appliance & chimney _____
 5. separate checklist attached for other types of systems _____
 6. other _____ _____

- Plumbing
 1. Sizing of Water Service line _____

- Separate checklist _____ _____

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 (if applicable) _____
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