

Building Permit Checklist for a Change of Use

Accepted By: _____

Name of Applicant: _____ Initial _____ Date _____

Your application will be reviewed and full comments provided within _____ business days.

The following is a list of drawings/documents which are required to be submitted in order to obtain a building permit.

	Description	Rec'd	Comments
MANDATORY TO APPLY FOR PERMIT	Site Plan Approval and Site Plan Agreement (including Oak Ridges Moraine)		If applicable
	Niagara Escarpment Commission Approval		If applicable – (905) 877-5191
	Toronto Region Conservation Approval		If applicable – (416) 661-6600, ext 5221 to book appointment
	Credit Valley Conservation Approval		If applicable – (905) 670-1615
	CTC Source Protection Plan		If applicable – www.ctcswp.ca
	* Key Plan Drawing		Show entire building, use of other suites, and allotted parking.
	* Floor Layout: Interior finishes, fire separations, barrier free requirements, identify room/spaces. Include elevations and cross sections if applicable.		Must meet the design requirements in the OBC Div. C Part 3.
	* Structural Design Drawings		If applicable
	* HVAC Design Drawings		If applicable - Shall be designed by a qualified HRAI and Code Qualified person
	* Plumbing Design Drawings		If applicable
	* Electrical Drawings if Fire Alarm System is included		If applicable
	* Sprinkler Drawings (include hydraulic calcs)		If applicable. New system or increase in size > 8 sprinkler heads.
	Commitment to General Review by Architects & Engineers Form		If applicable
	O.B.C. Data Matrix		
	OBC SB-10 Compliance Summary		If applicable
Application(s) & Payment			
* Septic System Design along with Site Plan showing location of proposed septic system and soils analysis		If applicable	
ADDITIONAL	Town of Caledon approval for Driveway / Access		If applicable – (905) 584-2272 Ext. 7750
	Region of Peel approval for Driveway / Access		If applicable – (905) 791-7800 Ext 3400
	Road Access approval from Ministry of Transportation		If applicable – (416) 235-5292
	Approval from Ministry of Transportation for buildings/structures within 45 m of Hwy #9, 10 or 400 series or within 395 m of an intersection of Hwy #9, 10, or 400 series		If applicable – (416) 235-5385 or 1-866-636-0663

***2 SETS OF ALL DRAWINGS/DOCUMENTS ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION -**

Please be advised that additional information may be required following a full review of your application.

NOTE: All applicable Development Charges must be paid prior to Building Permit issuance.

Revised: Oct/15



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