

# Building Permit Checklist for Industrial / Commercial / Institutional Buildings

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
<b>MANDATORY TO APPLY FOR PERMIT</b>	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 <b>book appointment</b>
	Credit Valley Conservation Approval		If applicable – (905) 670-1615
	CTC Source Protection Plan		If applicable – www.ctcswp.ca
	* Site Plan Drawing		Must also show proposed drainage/lot grading
	* Architectural Design Drawings (includes floor plans, elevations and cross sections, approval documents such as CCMC or BMEC and Minister's Rulings)		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 (including Site Services)		If applicable
	* Electrical Drawings if Fire Alarm System is included		If applicable
	* Sprinkler Drawings		If applicable, include hydraulic calcs
	Commitment to General Review by Architects & Engineers Form		If applicable
	O.B.C. Data Matrix		
	OBC SB-10 Compliance Summary		
Application(s) & Payment		<b>NOTE:</b> would include Green Initiatives Program forms	
* Septic System Design & Site Plan showing location of proposed septic system and soils analysis		Designer & installer shall be Code Qualified in accordance with OBC Div. C Part 3.	
<b>ADDITIONAL</b>	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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