



Permit Application Checklist (Housing)

Project Address	Permit Appl. No. (Office Use)
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TO BE COMPLETED BY THE PERMIT APPLICANT AND SUBMITTED WITH EACH APPLICATION

All permit applications must be accompanied by documentation in sufficient detail to allow the design to be assessed for compliance with the Ontario Building Code and all applicable law. This checklist summarizes the minimum documentation that must be submitted at the time of permit application. Permit applications may be refused where any of the required information is not submitted at the time of application.

Legend: Submitted Not submitted Not applicable

PART A: DRAWINGS AND DESIGN DOCUMENTS**Site Services:** (Please answer by checkmark ✓)

- 1. Site served by municipal water: Yes No
 Private well
- 2. Site served by municipal sewers: Yes No
 Private On-site Sewage System (see below)

Site Plan: (to scale & fully dimensioned)

- Designer information on documents
- Zoning Summary (permitted/proposed)
- Property lines referenced to a current survey
- Location of all proposed & existing buildings
- Overall dimensions of all buildings (width/length)
- Proposed finished first floor elevations

Architectural: (to scale & fully dimensioned)

- Designer information on documents
- Existing floor plans (for additions & alterations)
- Floor plans of every floor level (specify rooms)
- All building elevations (with limiting distance calculations)
- Block plans for townhouses and semi-detached units
- Block elevations (with limiting distance calculations)
- Building & wall sections
- Stair, landings, deck, guards and handrail details
- Details and construction notes/specifications
- Firewall and party wall sections/details

Structural: (to scale & fully dimensioned)

- Incorporated into architectural drawings
- Designer information on documents
- Footing/Foundation design
- Floor framing plan (including posts, beams, joists, lintels)
- Pre-engineered floor systems:
 - Coordinated with architectural plans
 - Joist Layout Design (P. Eng stamp)
- Roof framing plan (including posts, beams, joists, lintels)
 - Coordinated with architectural plans
- Prefabricated roof trusses:
 - Coordinated with architectural plans
 - Truss layout Shop drawings (P. Eng stamp)

Mechanical (HVAC): (to scale & fully dimensioned)

- Type of Fuel: Gas Electric Other _____
- HVAC drawings (coordinated with architectural drawings)
 - Designer information on documents
 - Heat loss/heat gain calculations/duct design
 - Equipment specification
 - Mechanical Ventilation Design Summary (attach)

On-site Sewage System (where applicable):

- System drawings & details
- Designer information on documents (unless exempt)
- Statement of Design (attach)

PART B: OTHER DOCUMENTS

- Schedule 1 Designer Information forms (required for each individual who reviews and takes responsibility for *design activities*)
- Schedule 2 Sewage System Installer Information form (required where an on-site sewage system is being installed or altered)
- Completed Applicable Law Checklist
- Approved Lot Grading Plan
- TARION Declaration of Applicant for a Building Permit form

PART C: DECLARATION BY APPLICANT

(PLEASE CHECK THE APPLICABLE BOX BELOW)

- All of the required drawings and documents noted above have been submitted with the permit application.
- Certain documents as noted above do not accompany the permit application. Notwithstanding the incompleteness of this application, I hereby request the application be accepted and acknowledge that additional permit fees may be charged for the review of such documents in accordance with the Town of Markham Building By-law.

I have authority to act on behalf of the corporation or partnership with respect to this application (if applicable)

Name:

Signature:

Date: