



# Permit Application Checklist: Non-Housing (New Buildings/Additions)

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 reviewed for compliance with the Ontario Building Code and all applicable law. This checklist summarizes the documentation that must be submitted with the 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 required

**PART A: DRAWINGS AND DESIGN DOCUMENTS****Site Services:**

- 1. Water Service:     Municipal     Private
- 2. Sanitary Service:     Municipal     Private

**Site Plan:** (to scale & fully dimensioned)

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- Zoning Summary  
(listing permitted & proposed zoning provisions)
- Property lines and lot area referenced to a current survey
- Location of all proposed & existing buildings  
(setbacks to property lines & distance to other buildings)
- Overall dimensions of all buildings (width/length)
- Proposed finished first floor elevations of all buildings
- Site grading (showing proposed and existing grades)

**Architectural:** (to scale & fully dimensioned)

- Professional seal/signature (OBC Part 2)
- Ontario Building Code Data Matrix
- Designer information on documents
- Floor plans (all floors levels & penthouse)
- Reflected ceiling plans
- Roof plan (incl. roof top screening)
- All Building elevations (with limiting distance calculations)
- Building & wall sections
- Stair & ramp details (incl. guard & handrail details)
- Room Finish and Door Schedules
- Details and construction notes/specifications

**Structural:**

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- Footing/Foundation plans (incl. design loads)
- Floor/Roof framing plans (incl. design loads)
- Column & beam schedules
- Sections & details
- Pre-engineered structural system drawings:

**Mechanical (HVAC & Plumbing):**

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- HVAC drawings (coordinated with architectural drawings)
- Heat loss/heat gain calculations/duct design
- Equipment & design specifications
- Fire protection systems:

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- Plumbing plans (fixtures, water, drains, venting)
  - Riser diagrams

**Electrical & Fire Protection:**

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- Electrical drawings
  - Electrical supply & distribution plans
  - Fire protection plans
  - Riser diagrams and fire alarm zoning information

**PART B: OTHER DOCUMENTS**

- |                                                                 |                                                                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Schedule 1 Designer Information forms  | <input type="checkbox"/> Plumbing Data Form                                 |
| <input type="checkbox"/> Completed Applicable Law Checklist     | <input type="checkbox"/> ASHRAE 90.1 Energy Efficiency Forms                |
| <input type="checkbox"/> Subsurface Investigation Report        | <input type="checkbox"/> Flow Control Roof Drainage Declaration (Flat Roof) |
| <input type="checkbox"/> General Review Commitment Certificates | <input type="checkbox"/> Other:                                             |

**PART C: DECLARATION BY APPLICANT**

- 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: \_\_\_\_\_