Items included in my application package:

- **Building/Development Permit Application Form** – Signed and Completed
- **Owner’s Authorization** (signed by Property Owner)
- **Complete Site Plan**
- **Total Construction Costs** (building, structural, mechanical, plumbing, electrical, labour, etc.)
- **Building Plans** – drawn to scale, including as required:
  - Floor plan showing room use dimensions, doors and windows;
  - Heating, ventilation and mechanical appliances;
  - Carbon monoxide and smoke alarms;
  - Size, spacing and span of floor, wall, lintel, roof and other framing members;
  - Stairs and landings, including tread width, rise, run, headroom, guards and handrails;
  - Building elevations showing grade, siding, roofing, windows, doors and chimney, and building height;
  - Slope of roof and details of roofing, flashing and eave protection;
  - Typical cross section, taken through the structure from the footing to the roof, showing: footing and foundation, drain and slab details, floor assembly construction, wall assembly construction; roof assembly construction.

- **Foundation** (check one):
  - Standard Forms;
  - Frost Wall;
  - Slab on Grade;
  - CSA Z240.10.1-08 Mobile Home Foundation;
  - Insulated Concrete Forms (ICF);
  - Preserved Wood Foundation;
  - Other

- **Garage Foundation** (check one):
  - Standard Forms;
  - Frost Wall;
  - Slab on Grade;
  - Insulated Concrete Forms (ICF);
  - Other

- **Floor System** (check one):
  - Standard Floor Joist;
  - TGI Engineer Floor – Submit Engineered Layout (Shop Drawings)

- **Truss Documents**:
  - Professional Engineered & Stamped with Seal Submitted;
  - Truss Layout Submitted (Shop Drawings)

- **Plumbing**:
  - Plumbing Drawings Submitted showing sizes & locations of drainage pipes, water pipes and fixtures

- **Deck Foundation** (check one):
  - Concrete Piles;
  - Steel Screwed Piles;
  - On Grade Blocking

- **Manufactured / Modular Homes**:
  - Manufacturer’s Name & Date of Manufacture;
  - Model and Size of Unit;
  - Foundation Plans showing anchoring system details and service connections;
  - CSA Z240 or CSA A277 Certification;