

NON-RESIDENTIAL PROJECTS APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

NON-RESIDENTIAL PROJECTS

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Schedule 1 Form Include one form for each designer (Architect and Professional Engineer are exempt)	A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Geotechnical Report	Report to verify soils conditions and engineered fill details and locations sealed by a Professional Engineer of Ontario	

Submittal Item	Details	Documents Included with Application
Architectural Design Drawings	Drawn to scale. Including foundation, floor, roof, elevations, cross sections. Specify all applicable structural information and construction material.	
Structural Design Drawings		
Plumbing Design Drawings	Including site services	
Electrical Drawings	If fire alarm system is included	
Sprinkler System Drawings		
Energy Efficiency Design Summary SB-10	A copy of the form can be found on our website. SB-10 Compliance Summary	
Mechanical Ventilation Design	Provided by HVAC designer.	
Heat Loss Calculations and Duct Design	Provided by HVAC designer.	
Commitment to General Review	Architectural, structural, mechanical, electrical, fire protection, plumbing – where applicable.	
OBC Data Matrix	Sealed by architectural designer	
OBC SB-10 Compliance Summary	Signed by architectural, mechanical, and electrical designer	

SEPTIC SYSTEMS

Submittal Item	Details	Documents Included with Application
Septic Design and Calculations	Scaled layout identifying septic tank and bed location, cross section incl. elevations, all clearance distances between septic tank and bed to structures, open water, wells on property/neighboring properties, type of well.	
Soils Analysis	Percolation time (T) determined by a geotechnical engineer unless using a T=50	
Schedule 1 Form	Septic Designer Information A copy of the form can be found on our website. Schedule 1 Form	
Schedule 2 Form	Septic Installer Information A copy of the form can be found on our website. Schedule 2 Form	