

The following items are to be filled out by your Architect or Designer (where applicable by scope of work).

**Civic Address:** \_\_\_\_\_

The checklist below outlines the information required to be included on the permit drawing submission.

## **Site Plan**

- North arrow
- Street name indicated
- Building location
- Location of all existing adjacent buildings
- Location of suite indicated within building

## **Floor Plan**

- Demolition plan (existing layout before proposed changes)
- Existing floor layout with suite located
- Proposed suite layout (drawn to scale, fully dimensioned and all rooms labelled)
- Identify required fire separations and suite separations
- Show all door and window locations and sizes

## **Cross Section**

- Wall and Ceiling heights
- Identify the adjacent occupancies (above and below in a multi-storey building)
- Identify required fire separations and suite separations
- Provide any assembly details and specifications for all walls, floors, and ceilings affected or included in the scope of work
- Provide any details and specifications for required sound transmission classification rated assemblies

## **Elevations (only required if exterior alterations proposed)**

- Planning Approval required