

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

Definitions for some terms are provided at the end of the document.

# RESIDENTIAL ALTERATION DRAWING CHECKLIST

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

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

**Floor Plans (items required where included in scope of new works, unless noted and confirmed existing)**

- Footing sizes / location
- Slab / Wall thickness specified
- Joist spans / sizes / spacing
- Beam / lintel sizes
- Bearing for point loads to foundation
- Landings (where required)
- Stairs (rise / run / tread /headroom)
- Door sizes
- Hallways (minimum width)
- Handrails (locations)
- Guards (location / heights)
- Ceiling heights (difference in ceiling heights to be noted)
- Windows (size / egress and safety glass)
- Window wells (sizing / protection)
- Smoke / CO detector (locations)
- Plumbing fixture locations
- Rooms labeled
- HWT and furnace locations
- Fully dimensioned

**Elevations (altered elevations only)**

- Spatial calculations shown (where glazed areas added only)
- Window and door locations/sizing consistent with floor plans

**Construction Assemblies**

- All required assemblies listed
- RSI Calculations (9.36 Requirements) (Not required for un-insulated buildings)

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## **DEFINITIONS**

**Spatial Calculation** – A Building Code calculation used to reduce the potential spread of fire to adjacent properties by limiting the maximum permitted glazed area in walls facing these adjacent properties. The calculation is dependent on the area of the wall, the area of glazed openings in the wall, and the distance to the nearest property line.