

Applicant: _____

Proposed Work: _____

Location of Work: _____

Application cannot be deemed complete until the following conditions are satisfied:

| | Req'd & Provided | Req'd & Outstanding | Outstanding & Submitted |
|---|--------------------------|--------------------------|----------------------------|
| (a) Application is made in the correct form (provincial form) – all applicable fields on the application form are completed | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Schedule 1 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Schedule 2 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (b) Application is made by owner or authorized agent | | | |
| • Owner, | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Authorized Agent (Owner's Authorization attached) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (c) Copy of Deed to property (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (d) Building permit fee has been paid (Building permit fee remitted with application is preliminary). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (f) Applicable Law Declaration | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (g) Professional design required (design documentation to be stamped, signed and dated) | | | |
| 1. Architect | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. P. Engineer(s) _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (h) Application is accompanied by 2 copies (unless otherwise noted) of the design documentation: | | | |
| • Plot plan/Survey | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Grading Plan (where required) – Stamped by Grading Eng. Or OLS (3 copies) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Design Documentation | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 1. Architectural | | | |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Structural | | | |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Mechanical | | | |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

| | Req'd & Provided | Req'd & Outstanding | Outstanding & Submitted |
|--|--|--|----------------------------|
| 4. Electrical _____ _____ _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ _____ _____ |
| 5. Energy Efficiency _____ _____ | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ |
| 6. Fire Protection Systems _____ _____ | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ |
| 7. Plumbing Sizing of Water Service line _____ | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ |
| 8. Other _____ _____ | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ |
| • Separate Checklist (attached) _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

The purpose of this document is to advise the applicant and provide written notice of an incomplete application. Incomplete applications are not subject to a full review within the time frames set out in the Ontario Building Code. Based on the documentation/information received this application is deemed:

Incomplete

Pursuant to the OBC, Div. C, a.1.3.1.3. a copy of this checklist is given to applicant at the application time.

Note:

1. Compliance with some other Applicable Law may be required as result of detailed plans review.
2. Additional documentation/information may be required as result of a detailed plans review.
3. The following items are not considered in deeming the application incomplete but are required prior to or at the time of issuance of Building Permit.
 - Development Charges (where applicable, to be paid at the time of permit issuance)
 - Damage Deposit (to be paid at the application time)
 - General Review Commitment Certificate Forms
4. Well approval is required to be submitted prior to the Final Plumbing inspection for the buildings/properties outside of the urban areas.

Applicant

Date (YY/MM/DD)

Building Services Representative