

BUILDING PERMIT - PLAN CHECKLIST

Residential: Interior Renovations

Use this Plan Checklist with your Building Permit application if you are building:

- Interior renovations to a residential dwelling

Note: Does NOT include Secondary Suites and Additions

All plans to be drawn accurately and to the following minimum scale:

- site plan 1:100 or 1/8"=1'
- all other plans 1:50 or 1/4"=1'

FLOOR PLANS of all affected storeys

- Outside dimensions
- Inside room dimensions including hallways
- Purpose of all rooms (kitchen, bedroom etc.)
- Highlight areas to be renovated
- Footings, foundation walls, slab, crawlspace construction details (if altered or new)
- Proposed wall structure including footing, foundation, floor construction, wall construction, roof construction, beam and lintel sizes, include wall covering details, as applicable
- Details of all load bearing walls or point loads (if removing walls)
- Joist size and layout, if changing
- Wall construction details, if changing
- Beam construction details, if changing
- Door, window & skylight sizes – label new or existing
- Stair width, rise & run
- Floor to ceilings heights, and height to undersides of beams and stairs
- Locations of plumbing fixtures
- Locations of smoke and carbon monoxide detectors, if bedrooms are affected
- Detail principal exhaust fan, kitchen, bathroom and laundry room venting & ducts/ duct lengths, if affected

ELEVATION PLANS of all sides of the building with new/changed windows and/or doors only

- Total area (m² or ft²) of windows/doors on each wall (on the sides with new windows/doors only)
- Existing window and door sizes
- Finished grade
- Floor to ceiling height of all storeys
- Indicate portion(s) of building being renovated
- Exterior finishes and flashing at new windows/doors
- Setbacks to property lines

CROSS SECTIONS & DETAILS of all storeys

- Footing and foundation wall details, if applicable
- Wall construction for new walls and connection to existing walls
- Ceiling and roof construction and insulation/vapour barrier, if changing
- Location and size of framing (beams, joists etc.), as applicable
- Stair dimension including headroom
- Headroom height (under ceilings, beams, bulkheads)