

BUILDING PERMIT - PLAN CHECKLIST

Residential: Additions, New Houses or Laneway Houses

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

- New House or Duplex
- New Detached Dwelling Unit (Laneway House)
- Addition to an existing house

Note: Does NOT include Secondary Dwelling Units (suites)

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'**

SITE PLAN

- ☐ Street names & north arrow
- ☐ Street address and full Legal Description
- ☐ Property lines and lot dimensions
- ☐ Setbacks of ALL buildings to property lines (new and proposed) - include decks, sheds, carport, cantilevers
- ☐ Parking stalls & driveway dimensions
- ☐ Indicate portion of building being renovated or new buildings
- ☐ Lot coverage calculations (footprint) - include decks, sheds, carport, cantilevers
- ☐ Gross living floor area of the habitable portion of the building (exclude garage, decks, etc.)
- ☐ Show easements, Right-of-Ways, setbacks to watercourses (where applicable)
- ☐ Locations of utility services and storm water solution (i.e: rock pit)

FLOOR PLANS of all floors

- ☐ Outside dimensions of entire building
- ☐ Inside room dimensions including hallways
- ☐ All materials and finishing materials (walls, floors etc.)
- ☐ Door/window sizes, label new/existing and egress
- ☐ Purpose of all rooms (kitchen, bedroom etc.)
- ☐ Highlight new/existing structure
- ☐ Stair width, rise & run
- ☐ All load bearing walls, beams, point loads
- ☐ Locations of plumbing fixtures, heating equipment and appliances
- ☐ Venting/Exhaust in kitchen, bathroom, laundry
- ☐ Locations of smoke and carbon monoxide detectors
- ☐ Radon mitigation
- ☐ Construction & dimensions of all exterior decks and porches, including stairs and guardrails (use the Decks & Porches Checklist if more detail is needed)

FRAMING SYSTEMS

- ☐ Location of all walls and point loads
- ☐ Joist, rafter, truss, beam size and layout, cross-bridging etc.
- ☐ Manufactured beams, lintels, roof trusses, floor systems etc. stamped by Engineer

FOUNDATION PLAN

- ☐ Footing + drantile construction details
- ☐ Foundation wall construction details
- ☐ Concrete slab details
- ☐ Crawlspace details
- ☐ Radon mitigation

ELEVATION PLANS of all sides

- ☐ Highlight new/existing structures
- ☐ Finished grade
- ☐ Height Envelope
- ☐ Height: - floor to floor of all storeys
 - on all sides (grade to highest peak of roof)
 - average Building Height calculation
- ☐ Exterior finishes and flashing at windows/doors
- ☐ Total area (m2 or ft2) of windows/doors on each wall
- ☐ Existing/new window and door sizes
- ☐ Roof slope

CROSS SECTIONS & DETAILS

- ☐ Footing and drainage construction
- ☐ Foundation wall construction incl. wall height(s)
- ☐ Concrete slab construction
- ☐ Crawlspace construction
- ☐ Proposed wall structure (framing, insulation/vapour barrier)
- ☐ Floor construction (beams, lintels, joists, materials...)
- ☐ Roof construction (beams, rafters, soffits, materials ...)
- ☐ Stair dimensions including headroom
- ☐ Height: - floor to ceiling
 - floor framing depth
 - overall

SPECIFICATIONS

- ☐ Building Envelope/Energy Requirement Analysis
- ☐ Specs on all construction
- ☐ Info on HRV and gas appliances