

# 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 + drain tile 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 (m<sup>2</sup> or ft<sup>2</sup>) 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