



APPLICATION CHECKLIST FOR A TWO-UNIT HOUSE

(For units created after November 16, 1995)

Permit Application #:
Date: mm/dd/yy

Project Address:	Application Intake By:
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The documents and drawings submitted with a building permit application for a Two-Unit House is required to be accompanied with sufficient information to demonstrate compliance with the Ontario Building Code, Zoning By-laws and Applicable Law(s).

This application checklist identifies only the minimum submission requirements and is for convenience purposes only. Additional information or drawings may be requested at the time of application intake and/or during the plans review process.

APPLICATIONS / DOCUMENTS

- | Req'd | Rec'd | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Application for Two-Unit House |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicable Law Checklist and supporting documents |

MINIMUM SUBMISSION REQUIREMENTS

Three (3) sets of the following drawings, the drawings must be fully dimensioned, drawn to scale and shall clearly indicate the scope of work and shall include:

SITE PLAN

- | Req'd | Rec'd | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fully dimensioned site plan referenced to a current survey plan showing the location of the property lines and all buildings and structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of the entrances to the primary dwelling unit and the second suite dwelling unit |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and dimension of required parking spaces. (indoor and outdoor) for both dwelling units |
| <input type="checkbox"/> | <input type="checkbox"/> | Length and width of the driveway at the street line and inside of the lot |

CONSTRUCTION DRAWINGS

- | Req'd | Rec'd | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fully dimensioned floor plan for both the primary dwelling unit and the second suite dwelling unit |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify all existing and proposed construction |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the areas belonging to the primary dwelling unit, the second suite dwelling unit and specify all the shared areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify use of all rooms and areas within each dwelling unit and shared areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all rooms and areas within each unit and shared areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and construction of required fire separation between units and all other areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and fire resistance rating of all doors located within fire separations |
| <input type="checkbox"/> | <input type="checkbox"/> | Ceiling heights for all areas and spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of smoke alarms and CO detectors for each dwelling unit |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of all windows including the area of the openable portion of each window |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and size of all window wells located within means of egress |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all proposed and existing plumbing fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed and existing laundry facility or space for laundry facility for each unit (specify if the laundry facility is shared) |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevations (for any changes or alterations on the exterior walls, exterior doors or windows) |
| <input type="checkbox"/> | <input type="checkbox"/> | General construction details and specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Qualifications including *BCIN # (Architects, Professional Engineers and Homeowners are exempt) |

HVAC / PLUMBING

- | Req'd | Rec'd | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing and Drain Form |
| <input type="checkbox"/> | <input type="checkbox"/> | H.V.A.C. drawings required for houses less than 5 years old |
| <input type="checkbox"/> | <input type="checkbox"/> | Heat loss / gain calculations and duct design required for houses less than 5 years old |
| <input type="checkbox"/> | <input type="checkbox"/> | Qualifications including *BCIN # (Architects, Professional Engineers and Homeowners are exempt) |

