



APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

Site: \_\_\_\_\_ Tel: \_\_\_\_\_

## REQUIRED INFORMATION FOR BUILDING PERMIT APPLICATIONS

### CHECKLIST FOR NEW COMMERCIAL/INDUSTRIAL/INSTITUTIONAL BUILDINGS AND RENOVATIONS

This checklist of application submission requirements shall be **completed** and **attached** to your Building Permit application. All the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff has been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission documents to be clear, legible, and precise, and to be prepared to professional drafting standards.
- Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.
- Every document submitted shall have a title block with the project name, legal and municipal address and the name and phone number of the designer. [How to Draw a Site and Floor Plan](#)

Should the above be considered inadequate by staff, the application shall be deemed **incomplete**; and it will not be reviewed until the requirements have been satisfied.

**All boxes shall be “CHECKED” and information indicated attached to the application.**

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<b>1. Approved Development Permit</b> Or Written confirmation that a DP is not required. <b>NOTE:</b> Upon review, if the submitted drawings do not match the plans approved within the Development permit, this application may not be processed until such a time that the changes have been approved or the drawings have been updated to match the development permit.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. General Information</b> - <i>Include the following information.</i> <input type="checkbox"/> Cover Page with detailed description of proposed work. <input type="checkbox"/> Name, type and location of building. <input type="checkbox"/> Name, address and telephone number of the owner. <input type="checkbox"/> Name, address and telephone number of the constructor, if known. <input type="checkbox"/> Names, addresses and telephone numbers of any designers, architects, licensed interior designers and/or professional engineers involved in the project. <b>(if applicable)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Site Plan</b> – <i>Plans shall include the following information.</i> <input type="checkbox"/> Dimensions from property lines, the location of the proposed building. <input type="checkbox"/> Building Dimensions. <input type="checkbox"/> The similarly dimensioned location of every adjacent existing building on the property. <input type="checkbox"/> Existing and finished ground levels to an established datum at or adjacent to the site. <input type="checkbox"/> The access routes for firefighting.	



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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>4. Basic Information</b> – <i>Plans shall include the following information.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Floor plans on a scale of not less than 1:100</li><li><input type="checkbox"/> Include ALL floors and spaces, including washrooms.</li><li><input type="checkbox"/> Indicate washrooms that are Barrier Free</li><li><input type="checkbox"/> Building Height (In Storeys)</li><li><input type="checkbox"/> Dimensions of all rooms,</li><li><input type="checkbox"/> Description of the purpose of all rooms and spaces,</li><li><input type="checkbox"/> Locations of all walls, partitions, doorways, windows, and other openings,</li><li><input type="checkbox"/> Clearly identify existing walls, walls being removed, and new proposed walls.</li><li><input type="checkbox"/> Finish of all floors, walls, and ceilings,</li><li><input type="checkbox"/> Location and description of all fixed equipment, and</li><li><input type="checkbox"/> Building sections, elevations, and details sufficient to determine if the proposed work meets the requirements of this Code.</li></ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>5. Building Life Safety</b> – <i>Plans shall include the following information</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Building area - <i>the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.</i></li><li><input type="checkbox"/> Details of wall construction and unprotected openings (including dimensions) in the exposing building faces of any other buildings located on the same property.</li><li><input type="checkbox"/> Location and details of firewalls.</li><li><input type="checkbox"/> Method of fire separation, including fire-resistance rating between storeys, around shafts and special rooms or areas. Location and fire-protection rating of closures in fire separations.</li><li><input type="checkbox"/> Sources of information for fire-resistance ratings of elements and assemblies, or construction (to be included on large-scale sections).</li><li><input type="checkbox"/> Locations of exits and calculations for the required widths of means of egress.</li><li><input type="checkbox"/> Layout, details, and specifications for all components of fire detection and alarm systems.</li><li><input type="checkbox"/> Sufficient information to verify compliance of standpipe and hose systems.</li><li><input type="checkbox"/> Full details of proposed sprinkler system together with sufficient design data to permit checking of the system.</li><li><input type="checkbox"/> Changes and/or additions to the existing sprinkler system clearly identified.</li><li><input type="checkbox"/> Travel distance from the most remote areas indicated and detailed.</li><li><input type="checkbox"/> Any other fire safety features of the building.</li></ul>	



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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>6. Structural</b> – <i>Plans shall include the following information.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The name and address and contact information of the person responsible for the structural design.</li><li><input type="checkbox"/> Date of issue of the Code and Standards to which the design conforms.</li><li><input type="checkbox"/> Dimensions, location, and size of all structural members in sufficient detail to enable the design to be checked.</li><li><input type="checkbox"/> Sufficient detail to enable the deadloads to be determined.</li><li><input type="checkbox"/> All effects and loads, other than dead loads, used for the design of the structural members and exterior cladding.</li></ul> <p>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Foundations</b> – <i>Include the following information.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Type and condition of the soil or rock, as well as the groundwater conditions.</li><li><input type="checkbox"/> Allowable bearing pressures on the soil or rock, allowable loads when applicable and the design loads applied to foundation units.</li><li><input type="checkbox"/> Earth pressures and other loads applied to the supporting structures of supported excavations.</li><li><input type="checkbox"/> Foundation construction information, including plans, sections and details.</li></ul> <p>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Mechanical</b> – <i>Heating and Ventilation plans shall include the following information.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Size and continuity of all pipes, ducts, shafts, flues, fire dampers and fire stop flaps.</li><li><input type="checkbox"/> Location, size, capacity, and type of all principal units of equipment.</li><li><input type="checkbox"/> Size, shape and height of all chimneys and gas vents.</li><li><input type="checkbox"/> Size and location of combustion air and ventilation openings.</li><li><input type="checkbox"/> Location and fire-resistance rating of fire separations.</li></ul> <p>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Electrical</b> – <i>Please note that depending on the scope or complexity of the project, detailed Electrical plans may require review prior to issuance of the Building Permit.</i></p> <p>NOTE: Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>10. Energy Code</b> – <i>Required for new buildings and additions.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Completed NECB Project Summary Form</li></ul>	



<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Applicable Fees:</b> Building Permit fees shall be made payable to the Regional Municipality of Wood Buffalo.	
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You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. The work is required to comply with all the conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit conditions.

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).