

## Non-Residential Permit Application Checklist

- Complete all applicable fields on the ministry prescribed Application for a Permit to Construct or Demolish, with required Schedules and permit fee. (Refer to fee schedule for further pricing info)
- Complete Applicable Law Checklist (to establish compliance with Applicable Law as listed in OBC Div. A 1.4.1.3.) and Town of Oakville Building Permit Application Additional Information Form.
- 2 copies of Grading / Site Servicing Plans stamped by a Grading Engineer or Ontario Land Surveyor - showing Site Servicing information and including a Region of Halton Site Servicing Permit
- 2 copies of Site Plan showing building location with setbacks noted, all Zoning statistics, parking layout with number of parking spaces noted, etc.
- 2 copies of Architectural Drawings:
  - Foundation plan, floor plan(s)
  - Building cross-section(s) & details
  - Elevations, etc.
- 2 copies of Structural Drawings and Calculations (including Soils Report for new buildings), stamped by a Professional Engineer
- 2 copies of Mechanical Drawings and Calculations, stamped by a Professional Engineer:
  - Duct layouts and diffuser locations
  - ASHRAE forms, etc.
  - Plumbing layouts & specifications, etc.
- 2 copies of Fire Protection and Electrical Drawings, stamped by a Professional Engineer:
  - Sprinkler layouts & calculations
  - Emergency and Exit Lighting
  - Fire Route Application to be submitted to Fire Department
- Ontario Building Code Design Summary, completed and stamped by Architect
- Site Plan Approval (if applicable) \*Reminder: When changes are made to either Building Permit drawings or Site Plan Approval drawings, submit copies of amended drawings to both Building Services and Planning Services to ensure drawings match at final stage of permit process\*
- Halton Region Conservation Authority approval if in a regulated area
- Heritage Approval if located in Heritage District (contact Planning Services Department)
- Commitment to General Review by Architect and Engineer
- Payment of Development Charges – contact the Finance Department for requirements
- Cash-in-lieu of Park Land Dedication –contact the Legal Department for requirements
- Other \_\_\_\_\_