



BUILDING PLAN CHECKLIST

This document is intended to be used as a drawing checklist for building permit application submissions.

SITE PLAN (scale of 1:100)

	Lot area and dimensions, rights-of-way and easements
	North arrow and scale
	Zoning information and compliance table
	Dimensions and setbacks of proposed and existing building and structures
	Locations and dimensions of driveways as well as vehicle parking and type of surface
	Average grade and finished grade of site, at buildings and structures
	Adjacent town infrastructure, such as sidewalk, trees, streetlights, etc.
	Above ground infrastructure, such as transformers and utility kiosks
	Services, such as water lines, wells, septic fields, sewer and storm drain facilities with sizing.
	High water mark, top of bank, natural boundaries, watercourse and riparian areas and setbacks, as applicable.

FLOOR PLANS (min. scale 1:100 or 1/4" = 1ft)

	Detailed footing/foundation plan with dimensions
	Use and dimensions of all floor areas, floor joists, beams and roof
	Window and door sizes and locations including egress
	Smoke alarms, plumbing fixtures, heating and cooling, HRV and ventilation.

ELEVATIONS (min. scale 1:100, 1:50 or 1/4" = 1ft)

	Building finishes and materials
	Average grade and finished grade
	Roof height calculation as per zoning bylaw
	Roof slope, finish, chimneys and roof top equipment
	Spatial separation calculations with limiting distances
	Perimeter drains, rain water leaders and gutters

CROSS SECTIONS (min. scale 1:100, 1:50 or 1/4" = 1ft)

	Wall sections with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction.
	Type of window and stub size and spacing, air barrier continuity
	Building section with dimensions, geodetic elevations, ridge height, MFE (minimum floor area elevation), slab height, average grade, finished grade and storm drain invert elevation.