

**SCHEDULE 2.1  
DOCUMENTS AND DRAWINGS REQUIRED FOR  
PERMIT APPLICATION**

| Row      | Class of Permit  | Documents and Drawings Required  |
|----------|--|--|
| <b>1</b> | <b>New Construction – Residential Part 9 Buildings</b>   |  |
|          | <ul style="list-style-type: none"> <li>• Detached house</li> <li>• Semi-detached house</li> <li>• Row house</li> <li>• Duplex</li> <li>• Double duplex</li> <li>• Triplex</li> <li>• Fourplex</li> <li>• Multi-unit dwelling, (under 600 m<sup>2</sup>)</li> </ul> | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information</li> <li>• Form A.2 – Sewage System Installer Information (if on sewage system)</li> <li>• Form A.4 – Licensed Contractors</li> <li>• Form A.5 – Commitment to Coordinate Engineered Products</li> <li>• Form A.6.1 or A.6.2 – Energy Efficiency Design Summary</li> <li>• Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Civil Drawings</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• Engineered Products</li> </ul>  |
| <b>2</b> | <b>Construction – Residential Part 9 Buildings</b>   |  |
|          | <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Additions</li> <li>• Accessory buildings</li> <li>• Basement renovations</li> <li>• Repairs</li> <li>• Deck</li> <li>• Porch</li> <li>• Replacement porch</li> <li>• Pool</li> </ul>               | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information</li> <li>• Form A.2 – Sewage System Installer Information (if on sewage system)</li> <li>• Form A.4 – Licensed Contractors</li> <li>• Form A.5 – Commitment to Coordinate Engineered Products</li> <li>• Form A.6.1 or A.6.2 – Energy Efficiency Design Summary</li> <li>• Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary</li> <li>• Heritage Alteration Permit (if required)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• Engineered Products</li> </ul>  |
| <b>3</b> | <b>New Construction – Non-Residential and Other Residential not provided for in Row 1 or 2</b>   |  |
|          | <ul style="list-style-type: none"> <li>• New Buildings</li> <li>• Additions</li> </ul>   | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information (Part 9 Small Buildings)</li> <li>• Form A.2 – Sewage System Installer Information (if on sewage system)</li> <li>• Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings)</li> <li>• Form A.4 – Licensed Contractors</li> <li>• SB-10 – Energy Efficiency Design Summary</li> <li>• Heritage Alteration Permit (if required)</li> <li>• Geotechnical Report</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Civil Drawings</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• HVAC Drawings</li> <li>• Plumbing Drawings</li> <li>• Fire Protection Drawings</li> <li>• Electrical Drawings</li> </ul> |

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|-----|---|---|
| 4   | <b>Construction – Non-Residential and Other Residential not provided for in Row 1 or 2</b>  |   |
|     | <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Renovations</li> <li>• Repairs</li> <li>• Interior fit up</li> </ul>  | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information (Part 9 Small Buildings)</li> <li>• Form A.2 – Sewage System Installer Information (if on sewage system)</li> <li>• Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings)</li> <li>• Form A.4 – Licensed Contractors</li> <li>• SB-10 – Energy Efficiency Design Summary</li> <li>• Heritage Alteration Permit (if required)</li> <li>• Geotechnical Report</li> <li>• Parking Displacement Plan (due to parking garage repairs)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Civil Drawings</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• HVAC Drawings</li> <li>• Plumbing Drawings</li> <li>• Fire Protection Drawings</li> <li>• Electrical Drawings</li> </ul> |
| 5   | <b>Construction – Designated Structures under Article 1.3.1.1 of Division A of the Ontario Building Code</b>  |   |
|     | <ul style="list-style-type: none"> <li>• Retaining wall</li> <li>• Pedestrian bridge</li> <li>• Crane runway</li> <li>• Exterior storage tank and supporting structure</li> <li>• Signs</li> <li>• Solar collector</li> <li>• Structure supporting wind turbine generator</li> <li>• Dish antenna</li> <li>• Outdoor pool</li> <li>• Outdoor public spa</li> <li>• Permanent solid nutrient storage facility</li> </ul> | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.3 – Commitment to General Review by Architect and Engineers</li> <li>• Form A.4 – Licensed Contractors</li> <li>• Geotechnical Report</li> <li>• Heritage Alteration Permit (if required)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• HVAC Drawings</li> <li>• Plumbing Drawings</li> <li>• Fire Protection Drawings</li> <li>• Electrical Drawings</li> </ul>   |
| 6   | <b>Change of Use</b>  |   |
|     | <ul style="list-style-type: none"> <li>• When no construction required</li> </ul>   | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form B – Change of Use Application</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Architectural Drawings</li> <li>• Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities</li> <li>• Details of the existing sewage system (if any)</li> <li>• HVAC Drawings – showing current and proposed fresh air ventilation, including calculations</li> </ul>  |

| Row | Class of Permit  | Documents and Drawings Required   |
|-----|--|---|
| 7   | <b>Demolition</b>  |   |
|     | <ul style="list-style-type: none"> <li>Demolition</li> </ul>   | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form A – Application for a Permit to Construct or Demolish</li> <li>Form A.3 – Commitment to General Review by Architect and Engineers</li> <li>Form A.8.1 – Demolition Permit Application Checklist</li> <li>Form A.8.2 – Rat Infestation Review Form</li> <li>Council approval in a Demolition Control Area</li> <li>Designated Substance Survey (if required)</li> <li>Method of Demolition Report (if required)</li> <li>Confirmation of Utility Services Disconnection</li> <li>Heritage Alteration Permit (if required)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Structural Drawings</li> </ul> |
| 8   | <b>Partial Occupancy</b>   |   |
|     | <ul style="list-style-type: none"> <li>Partial occupancy</li> </ul>  | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form C – Partial Occupancy Permit Application</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Architectural Drawings (identifying area to be occupied)</li> </ul>   |
| 9   | <b>Tents</b>   |   |
|     | <ul style="list-style-type: none"> <li>Small Tents (60 m<sup>2</sup> to less than 225 m<sup>2</sup> in aggregate ground area)</li> <li>Large Tents (225 m<sup>2</sup> or larger in aggregate ground area)</li> </ul> | <p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form A – Application for a Permit to Construct or Demolish</li> <li>Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Structural Drawings (for Large Tents)</li> </ul>  |

**Notes:**

1. The Forms described in this Schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in Schedule 2.2.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, Applicable Law or Building Code requirements do not necessitate its submission.