



COMMERCIAL NEW CONSTRUCTION: PROJECT GUIDE

Applicant & Design Team: The following general guideline is meant to assist in preparing to file a more complete application, and contains required drawings from the Town Building By-Law. Further requirements may apply to certain projects, pending technical building code plans review by local building official.

- **Commercial Designer(s):** Prepare **Two (2) Full Sets of Complete Building Plans** drawn to scale:
Note: Owner and/or Tenant to engage professional design services. Project Designer(s) to complete supporting documents such as 'OBC design data Matrix', 'Commitment to General Review' and/or 'SB-10 Energy Efficiency';
- **Site Plan Design;** to meet Town Zoning By-Law for planning review: a) On Property Site Plan;
All existing structures/stairs, streets, parking stalls, services/utilities (sewer, water/meter, hydro, gas, etc.). **Note: Provide copy of any existing Land Survey of record;** See local registry office and/or inquire within to search property file records. Add new information to suit proposal, or plot separately in relation to. Required to verify any legal easement/private-right-of way access routes, building position/proximity to lot lines, overhead power lines, etc. **Important Note:** Any planning pre-approval such as a minor variance, re-zoning or Site Plan Control Agreement is applicable law and must be approved in full for any effective building code plans review time period to commence.

Architectural/Structural Design; to meet Town Building By-Law for Building Code review:

- b) **Existing Interior Demolition Floor Plans** of all levels complete with; Wall Partitions/Room Use, Plumbing, Doors & Windows, Exits/Stairs/Corridors, Mechanical/Utility, Electrical & Fire Detection/Protection/Separation systems;
- c) **Hazardous Materials Report** by Environmental agency (older building re-purposed) for asbestos, mold, etc; The Base building/Interior Demo. application, can be filed in advance and obtained separately from a reno permit.
- d) **Existing Building Elevation/Photo;** Exterior finishes, light, signs(separate permit); Height of entry floor to grade;
- e) **Proposed Floor Plans** of all levels complete with all new changes to; Wall Partitions/Room Use, Plumbing, Doors & Windows, Exits/Stairs/Corridors, Mechanical/Utility, Electrical & Fire Detection/Protection/Separation systems;
- f) **Cross Section Detail** of existing/new fire separation rated floor/ceiling, walls, posts/beam and roof assemblies;
- g) **Structural Engineering;** Pre-Fabricated Floor, Beam or Roof Truss Layout/Specs.; or as required by Official.
- h) **Electrical Design/Review of Fire Protection System** changes, by a Qualified Source: Emergency Exit Lighting/Signs, Smoke Alarm/Heat detector or Fire Alarm Layout, or any other early warning/evacuation systems. Clearly identify any existing early evacuation/detection systems to either remain, be replaced or relocated, etc.;
- i) **Mechanical Design/Review of Heating & Ventilation** changes by a Qualified Source: Full HVAC Design documents; Small building HVAC Designer to fill out Schedule 1 form. Engineer's to complete general review form.

Important Information: 1) Building Systems, 2) Renovation - Expansion and/or 3) Change of Use;

- **Building Systems;** -Wall Partitions/Fire separations -Structural/Framing/Floor/Foundation -Plumbing-Drains/Vent/Water/Sewer -Electrical/Smoke Alarms/Emergency Lighting/Exit Sign -Fire Alarm & Detection -HVAC-Heating/Venting/Exhaust -Sprinkler/Corridor/Stair -Exterior wall/Thermal/Roofing -Water/Drainage

Applicant for Permit: File an 'Application for a Permit to Construct or Demolish' form;

- Declare the **Current/Existing Use** and the **Proposed/New Use** on the application;
- Total the **Area of Work** (Square Feet) by Designer using gross building area;
- Declare an accurate **Project Value (\$)** for all Labour and Materials, Equipment, Overhead and professional related services to complete all work;
- **Permit Fee** by cheque/debit/cash calculated as per Building By-law and verified by staff.
- If application signed by agent (not the owner), owner to sign an authorized **agent form**. 10/20