



Row	Class	Documents Required	Drawings Required
1	<b>Building Permit</b> <b>Residential (Part 9 of Buildings)</b> <ul style="list-style-type: none"> <li>• Detached houses</li> <li>• Semi Detached houses</li> <li>• Triplexes</li> <li>• Fourplexes</li> <li>• Townhouses</li> <li>• Duplexes</li> </ul>	a) Confirmation of compliance with applicable law; b) Designer Information For; c) Energy Efficiency Design Summary; d) TARION Registration form; e) Town of LaSalle approval (if on septic system); and, f) Others – Essex Region Conservation Authority, County roads, and/or Ministry of Transportation where applicable.	a) Approved Site Plan; b) Approved Lot Grading Plan (By a Professional Engineer); c) Architectural Drawings; and, d) Structural Drawings Development Approval including Fees.
2	<b>Building Permit</b> <b>Residential</b> <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Additions</li> <li>• Accessory Buildings</li> <li>• Basement Renovations</li> </ul>	a) Confirmation of compliance with applicable law; b) Town of LaSalle approval (if on septic system); and, c) Others – as per Row 1(e) and (f).	a) Site Plan; b) Architectural Drawings; and c) Structural Drawings.
3	<b>Building Permit</b> <b>Non-Residential and other Residential not provided in Row 1 or 2</b> <ul style="list-style-type: none"> <li>• New Buildings</li> <li>• Additions</li> </ul>	a) Confirmation of compliance with applicable law; b) Commitment to General Reviews by Architect and Engineers (Part 3 Buildings only); c) Energy Efficiency Design Summary; d) Town of LaSalle approval (if on septic tank); e) Other authorities as required; and, f) Fire Department approval.	a) Approved Site Plan; b) Approved Grading Plan; c) Architectural Drawings; d) Structural Drawings; e) HVAC Drawings; f) Plumbing Drawings; g) Fire Protection Drawings; h) Electrical Drawings; and,

Row	Class	Documents Required	Drawings Required
			i) As Built Drawings.
4	<b>Building Permit</b> <b>Non-Residential</b> <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Renovations</li> <li>• Tenant Occupancies</li> </ul>	a) Confirmation of compliance with applicable law; and, b) Commitment to General Reviews by Architect and Engineers (Part 3 Buildings Only).	a) Location Plan; b) Architectural Drawings; c) Structural Drawings; d) HVAC Drawings; e) Plumbing Drawings; f) Electrical Drawings; and, g) Fire Protection Drawings.
5	<b>Building Permit</b> <ul style="list-style-type: none"> <li>• Other than Row 1 to 4 (designated structures under 2.12 of the Ontario Building Code)</li> <li>• Change of use Permits</li> </ul>	a) Confirmation of compliance with applicable law; and, b) Documents from Rows 1 to 4, or other documents which are applicable to the scope of work proposed.	a) Drawings from Rows 1 to 4 which are applicable to the scope of work proposed.
6	<b>Demolition Permit</b>	a) Confirmation of compliance with applicable law; b) Commitment to General Review by Engineer as required by Code; c) Demolition Control Agreement (if demolition is in a Demolition Control Area); d) Designated Substance Report and Method of Demolition Report as required; and, e) Clearance from Union Gas, Essex Power and other utilities.	

Row	Class	Documents Required	Drawings Required
7	Pool Permit	<ul style="list-style-type: none"> <li>a) Site plan; and,</li> <li>b) Grading Plan as required.</li> </ul>	
8	Sign Permit	<ul style="list-style-type: none"> <li>a) Drawing of size, location of sign.</li> </ul>	
9	Septic System Permit	<ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law;</li> <li>b) System Design Calculations;</li> <li>c) Design Plans; and,</li> <li>d) Indemnity fee.</li> </ul>	

Item	Drawing Type	Information Required	Class of Permit			
			PART A ROW NO.			
			1	2	3	4
1	Site Plan	a) Legal description, survey property lines, property dimensions, compass orientation, location, name of adjacent roads and easements;	X	X	X	X
		b) Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines;	X	X	X	X
		c) Dimensions and location of parking and vehicle access and fire routes; and	X		X	X
		d) Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access.	X		X	X
2	Grading Plan	a) Signature and seal of professional engineer, landscape architect, Ontario land surveyor	X		X	
		b) Property lines, easements, sidewalks, driveways, building location, curb cuts, retaining walls	X		X	
		c) Existing and proposed elevations within the site and at property lines centerline of the road(s), retaining wall elevation, slopes of driveways, flow and swales;	X		X	
		d) Location of catch basins, above and below ground utilities, and connections to services			X	

Item	Drawing Type	Information Required	Class of Permit			
			PART A ROW NO.			
			1	2	3	4
3	Architectural	a) Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy. Plans of all floors including basements complete with all rooms and room names;	X	X	X	X
		b) Roof plan showing roof slope, drainage, roof materials and construction details;	X	X	X	X
		c) Buildings elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements;	X	X	X	X
		d) Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor, and roof assemblies and all building materials, construction specifications and dimensions;	X	X		
		e) Stair, guard and handrail dimensions and details, window sizes and height above floor lever; location and fuel type of all fireplaces;	X	X		
		f) Mezzanine plan showing construction, guardrails, egress;			X	X
		g) Location and details of barrier free entrances and barrier free washrooms;			X	X

Item	Drawing Type	Information Required	Class of Permit			
			PART A ROW NO.			
			1	2	3	4
3	Architectural (cont'd)	h) Reflected ceiling plans, bulkhead details, horizontal service shaft details;			X	X
		i) Roof equipment screening, anchorage for window washing, roof access;			X	X
		j) Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations;			X	
		k) Enlarged sections and detail plans of washrooms and exit stairs;			X	X
		l) Wall sections, plan and section construction details;			X	X
		m) Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule; and,			X	X
		n) Door and hardware schedule, door and frame details, Windsor schedule, room finish schedule.			X	X
4	Structural	a) Foundations plans, floor and roof framing plans, footing, column and beam schedule, structural details and material specifications;	X	X	X	X
		b) Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis;			X	X

Item	Drawing Type	Information Required	Class of Permit			
			PART A ROW NO.			
			1	2	3	4
4	Structural (cont'd)	c) Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code; and,	X	X		
		d) Roof and floor truss drawings sealed by a professional engineer.	X	X		
5	HVAC	a) Heating, ventilating and air conditioning plans, service shafts, equipment layout, schedules and calculations; and,	X		X	X
		b) Fire damper type and locations, kitchen exhaust equipment and fire suppression system.			X	X
6	Plumbing	a) Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances; and,			X	X
		b) Fire stopping type and location, and specifications of plumbing and fire stopping materials.			X	X
7	Electrical	a) Electrical supply and distribution plans; location of power and lighting outlets; equipment schedule; transformer location; and,			X	X
		b) Location and specification of emergency lighting, emergency generators and exit signage.			X	X

Item	Drawing Type	Information Required	Class of Permit			
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			1	2	3	4
8	Fire Protection	a) Fire hydrant locations, sprinkler and standpipe distribution plans and schedule; sprinkler head layout; fire house cabinet locations; and,			X	X
		b) Location and specification of emergency lighting, emergency generators and exit signage; fire alarm system enunciator, diagrams and specifications.			X	X

**Notes:**

- (1) Where indicated by an X, the information described is required to be included on the drawings for the class of permit specified;
- (2) Required information may be located or consolidated on other drawings rather than as specified in this schedule;
- (3) The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or *Building Code* requirements; and,
- (4) For Change of Use permits, drawings, specifications and engineering reports may be required depending on the scope of the work.