

Project Information

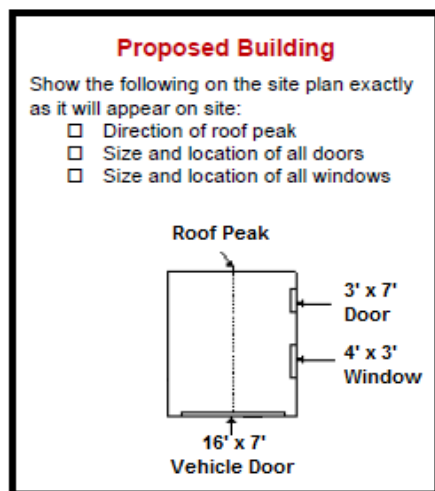
Municipality: _____	Project Type: _____
Building Owner: _____	Cell Phone: _____
Job Site Address: _____	

Note: For pole building projects, please complete the **Pole Building Specifications** sheet

(1) Provide a **SITE PLAN** sketch on a separate sheet and note the following:

- ☐ Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- ☐ Indicate the **North** direction
- ☐ Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- ☐ Indicate the **type of building** (e.g. detached garage, accessory building, boat house, etc.)
- ☐ Label the **street/road name** in the front yard (primary access).
- ☐ Note **what borders the property** on each side (lane, neighbour, street, park, lake, etc.)
- ☐ Draw the **existing house** on the lot (to scale)
- ☐ Draw the **proposed building** on the lot (to scale). Show **stair detail**, if applicable.
- ☐ Note the building **dimensions** (indicate ft or m) - **Width** (rear facing) / **Length** (side facing)
- ☐ Note the **distance to the property lines** on all sides of the proposed building (indicate ft or m).
- ☐ Draw any **other buildings** on the same property (e.g. shed, etc.) and note their dimensions.
- ☐ Note the closest **distance** of the proposed building **to the house and other buildings** on the same property.
- ☐ Show the **location** of easements (state the width), retaining walls, lanes, driveways, etc.
- ☐ Show **direction of the roof peak** (using dotted line) for the proposed building **ON THE SITE PLAN**.
- ☐ Show **location and sizes of all doors and windows** for the proposed building **ON THE SITE PLAN**.

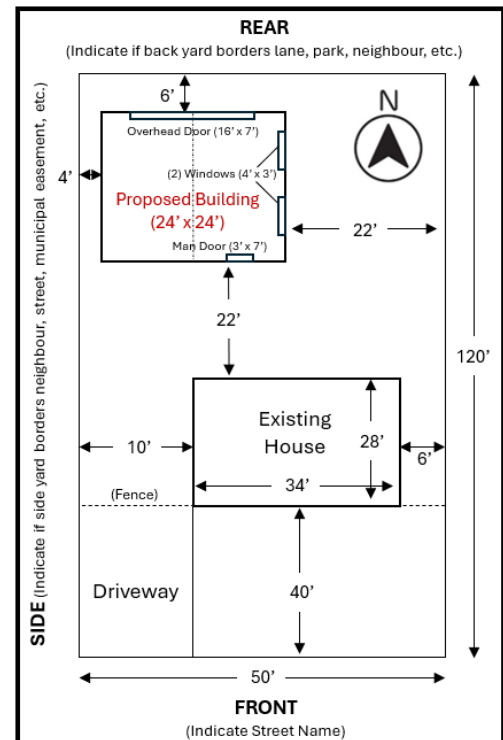
Site Plan Example:



Dimensions (width x height)

***Important:

- ☐ A plan review cannot be completed without a proper **Site Plan** submitted.
- ☐ If you have **Garage Package plans** from a supplier, please include a copy with your application.
- ☐ **Note the header/lintel size and no. of plies** for each door and window in the proposed building. This information can be recorded on the site plan.



(2) Complete ALL information below regarding the proposed building:

Building Dimensions: (indicate feet or metres)

- ☐ **Width** (front/rear facing): _____
- ☐ **Length** (side lot facing): _____
- ☐ **Height** (grade to ridge/roof peak): _____
- ☐ **Size** (in ft²): _____

Engineered Roof Trusses By: (name of truss company)

- ☐ Name of truss company: _____
- ☐ Rafters (supply design if not using roof trusses)

Roof Truss or Rafter Spacing:

- ☐ 16" o.c. ☐ 24" o.c. ☐ Other: _____

Roof Slope (Pitch): (e.g. 4/12)

- ☐ Pitch: _____

Roof Sheathing Type & Thickness:

- ☐ OSB ☐ Plywood ☐ Other: _____
- ☐ 3/8" ☐ 7/16" ☐ Other: _____

Roofing Material/Shingles:

- ☐ Asphalt ☐ Metal ☐ Other: _____

Roof Overhand Width:

- ☐ 12" ☐ 24" ☐ Other: _____

Foundation:

- ☐ Piles & Grade Beam (Engineer-stamped foundation designs are required)
- ☐ Concrete Slab Floor (Dimensions): _____ (W x L)
- ☐ Concrete Slab Thickness (Edge): _____ (inches)
- ☐ Concrete Slab Thickness (Interior): _____ (inches)

(NOTE: Thickened edge concrete slab is required if floor area is ≥ 55 m² (592 ft²). Engineer-stamped foundation designs are required for bldgs > 1,200 ft² or 1 storey)

- ☐ Other Foundation Type: _____

(NOTE: If municipality requires a geotechnical report, consult your Building Official on foundation requirements)

Number of Storeys:

- ☐ One ☐ Loft ☐ Two

Access to 2nd level: ☐ Ladder ☐ Staircase

Number of portable extinguishers: _____

Class: _____ Size: _____ lbs

- Maximum travel distance to a portable fire extinguisher with a 2A-10B-C rating is 9 metres (29.5') and the maximum travel distance to a portable fire extinguisher with a 4A-20B-C rating is 15 metres (49') (NFPA 10 - 6.1.3.2.)
- In buildings over 500 m² a portable fire extinguisher with a 4A-80B rating shall be installed with a maximum travel distance 25m.

Wall Height: (Tall wall Eng design if exceeds NBC Table 9.23.10.1)

Foundation to Top Plate (note ft or m): _____

Wall Stud Size

- ☐ 2" x 4" ☐ @ 16" o.c.
- ☐ 2" x 6" ☐ @ 24" o.c.
- ☐ _____ ☐ _____

Wall Sheathing Thickness & Cladding Type:

- ☐ 3/8" ☐ 7/16" ☐ _____
- ☐ Vinyl Siding ☐ Stucco ☐ _____

Wall Anchor Size & Spacing:

- ☐ 1/2" bolts ☐ @ 8' o.c. (maximum allowed)
- ☐ _____ ☐ _____ (if differs from above)

Overhead Doors: (Note size for each) (W" x H")

1 _____ 2 _____ 3 _____

Header Size:

No. of Piles: (for Overhead Door(s))

- ☐ 2" x 10" ☐ 2 ply ☐ LVL (eng-stamp)
- ☐ 2" x 12" ☐ 3 ply ☐ _____

Windows: (Note size for each) (W" x H")

1 _____ 2 _____ 3 _____

Note window header size and # of piles: _____

Will the building be insulated? (If yes, note type)

- ☐ No ☐ Yes ☐ Spray Foam
- ☐ Batt ☐ Foam Board ☐ _____

Heating Source? (If yes, note type)

- ☐ Gas Furnace ☐ In-Floor Heat ☐ None
- ☐ _____

Will there be sleeping rooms in the building?

- ☐ No ☐ Yes (# of occupants): _____

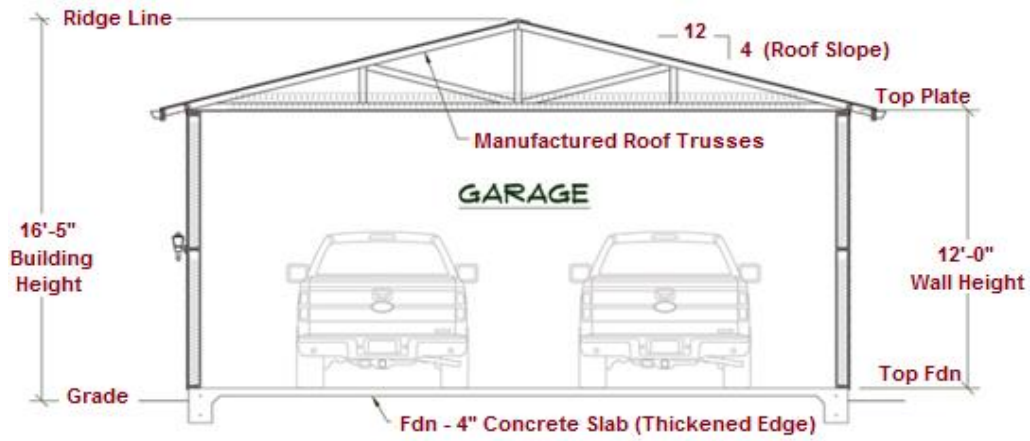
If yes, an engineered foundation, smoke alarms and radon rough-ins are required and if occupied year-round, energy compliance forms are required

Will there be a bathroom in the building?

- ☐ No ☐ Yes (2 piece) ☐ Yes (3 piece)

If yes, an exhaust fan is required

Terminology



Note: venting & attic hatch required if insulating

