



Project Information

Municipality: _____

Project Type: _____

Building Owner: _____

Cell Phone: _____

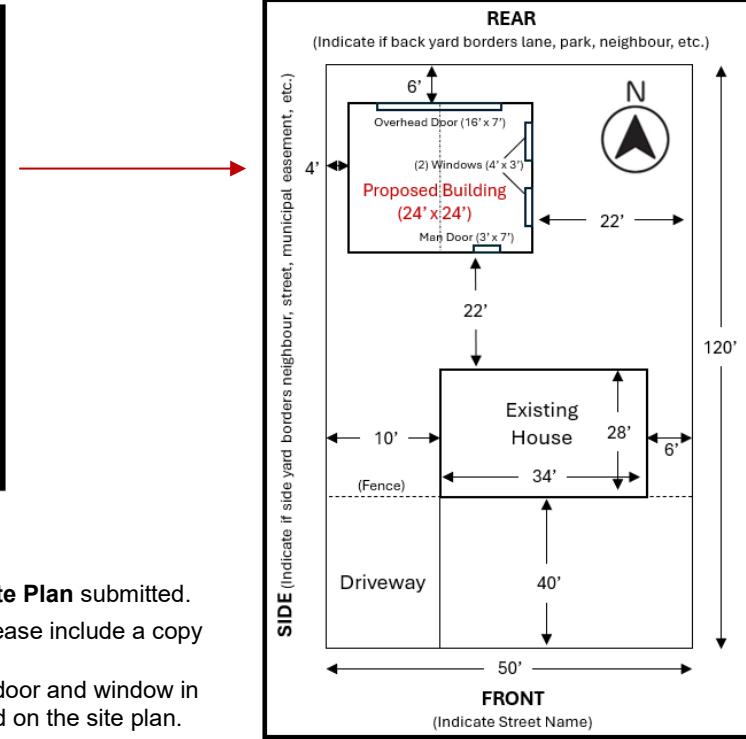
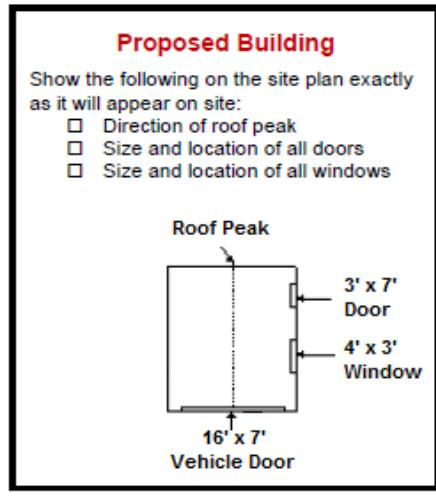
Job Site Address: _____

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:



***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 $\geq 55 \text{ m}^2$ (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)

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) None

Gas Furnace In-Floor Heat _____

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

