

Building Permit Application Prescreen Requirement List – CMF Alterations

** Please note that the Prescreen Requirement List may be subject to change and additional information may be requested, depending on the scope of the project. **

- A. Approved Development Permit, where required. (The BP review runs concurrent with the DP review. The BP should pass the prescreen review even though the DP has not been released.)
- B. Plans (as applicable to the scope of work)
 - Key Plan (or Site Plan) showing the exact location of tenant space within the building, including tenant unit number, floor space and adjacent tenants.
 - Architectural Drawings – Code Review, Floor Plan; Details of new and existing walls, floors, washrooms & door schedule (indicating the related fire rating, size, hardware, etc.)
 - Structural Drawings - Details of new or existing: floors, walls and ceilings
 - Mechanical Drawings - HVAC plans and/or equipment lists (including kitchen layout if applicable)
 - Electrical Drawings - Exit lights, emergency power and fire alarm system
- C. Professional Review (as applicable to the scope of work)
 - Architectural Structural Mechanical Electrical
- D. NECB Project Summary Statement of Compliance (as applicable to the scope of work)
 - typically for first tenant
- E. Completed Asbestos Abatement Form (typically for buildings constructed pre-1990)

Current Building Permit Application Requirement Lists

- [Renovations to Restaurants and Food Establishments](#)
- [Interior Partitioning](#)
- [Asbestos Abatement](#)