



Development Permit - Commercial

This is NOT a permit

Tenant Information

Construction Address

Unit No.

Street Name

Contractor Information

Applicant

Company Name

Contact Person

Phone No.

Contractor

Company Name

Contact Person

Phone No.

Standard Documentation Requirements

Drawing Number

Plans required

6 copies of site plan indicating new and proposed information

Documentation required

1 copy of present status of title

1 copy of existing Building location certificate (not applicable for vacant land)

Municipal Engineers Contact Name and phone number

Contractors contact name and phone number

1 copy of Letter of Authorization from property owner/manager

Zoning Requirements

Drawing Number

The dimensions of all bldgs. & separations from buildings

Dimensions from all structures to property lines

Parking surfacing indicated on plans

Dimensions & number of parking and loading spaces

All fences, curbs and wheel stops are required to shown on the plans

All accessory structures must be shown

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Public Works Requirements

Drawing Number

The location of existing and/or proposed catch basins
Geodetic plan and calculations of lot grading
Sewer and water connections indicated with sizes and locations
The number of plumbing fixtures in existing and/or proposed building
Construction access indicated
The direction of existing and/or proposed lot drainage patterns

Public Works (Streets) Requirements

Drawing Number

The type of surfacing on existing approaches shown as (concrete, asphalt, gravel etc.)
The type(s) of vehicles that enter the property shall be indicated
The size and location of existing approaches
The type of existing street surface indicated (concrete, asphalt, gravel etc.)
Existing sidewalks and/or proposed sidewalks

Plan Examination Electrical Requirements

applicable for parking lots with electrical service only

Electrical plans and / or details
2 copies of details and specifications shall be submitted
The responsible professional shall submit a 'Letter of Responsibility' for the Electrical systems for this building.

Please bring this completed form to the Zoning & Permits Branch, Unit 31 - 30 Fort Street
For more information please call 311