



Building Permit Application Checklist

The following documentation is to be completed and submitted with the Building Permit Application for all Part 9 buildings, additions, renovations, and works.

Site Address:	Date:
Legal Description:	<i>Office Use Only</i> Building Permit No.

Applic.	N/A	Documents & Drawings	Comment
		Building Permit Application Form (BP9-01)	
		Payment of Building Permit Application Fee	
		TWN BP Application Checklist (BP9-02)	
		TWN Building Information Sheet (BP9-03)	
		TWN Project Directory (BP9-04)	
		TWN Authorization Form (BP9-05)	
		TWN Owner's Undertaking (BP9-06)	
		TWN Damage Deposit Form (BP9-07)	
		Survey Plan – if applicable *If no survey plan, please provide the dimensions of the lot.	
		"Confirmation of Commitment by the Owner and Coordinating Registered Professional" form (Schedule A). Certificate of Engineer or Architect – if applicable	
		Schedule B – if applicable *For structural, geotechnical and fire suppression systems. Proof of liability insurance is required for all registered professionals	
		Engineered truss layout signed and sealed – if applicable	
		Two (2) hardcopies copies of Alternate solutions reports signed and sealed from registered professional – if applicable	
		Proof of approval from other Regulatory Authorities – if applicable	
		Two (2) hardcopies of Construction Fire Safety Plans from Contractor	
		Two (2) set of hardcopies drawings AND one (1) electronic PDF copy of scaled drawings using metric dimensions including dimensioned ground elevations and grading site plan, site servicing plan, foundation plan, lower floor plan, roof plan, upper floor plan(s), elevations of all faces, cross sections, parcel coverage and Floor Space Ratio.	
		Homeowner Protection Office (HPO) Form	
		Geotechnical Soils Report with Geotechnical Engineer's Seal and Signature – if applicable	

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Applic.	N/A	Documents & Drawings	Comment
		Erosion and Sediment Control Permit (if not provided under an associated Development Permit)	

I confirm the drawings submitted are ____% completed. In addition, I have reviewed all the documents for the correct address and legal description.

Applicant Signature:		Date:	
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(Affix Certified Professional's stamp here)