

## *Leasehold Plans*

### ***Minimum Required Information for Building Permit Applications for Commercial/Industrial leaseholds and alterations***

The Provincial Building Code Regulations require that a Building Permit Application be accompanied by building plans and specifications.

1. **Floor Plans** - A floor plan must show the interior layout of each floor of the proposed suite including:
  - (a) all rooms labelled and showing dimensions including exit doors and their direction of swing;
  - (b) the location of all plumbing and electrical fixtures, including exit and emergency lighting;
  - (c) the size, spacing and span of framing members;
  - (d) the location and size of all furniture such as counters, and shelving.
  - (e) the occupancy of adjacent suites; and
  - (f) *the total square footage of each floor area, and the total square footage of the proposed suite.*
2. **Detailed Notes** - Detailed written notes on all heating, ventilation or other mechanical systems.
3. **Sprinkler** - Alterations to an existing sprinkler system must be accompanied by a *Field review of Construction Inspection Commitment Certificate*.
4. **Cross Sections** - A typical cross section must be taken through a wall from the floor to the roof and show:
  - (a) the floor assembly construction, if more than 1 level;
  - (b) the wall assembly construction, including fire resistance rating;
  - (c) any other details required by the Authority Having Jurisdiction.
5. **Structural** - Any structural alterations falling outside the scope of Part 9 of the Code must be accompanied by a *Field review of Construction Inspection Commitment Certificate*.
6. **Mechanical and Electrical** - Depending on the size and scope of work, *Field review of Construction Inspection Commitment Certificates* may be required for these disciplines as well

**Compliance:** It is the responsibility of the builder to ensure that all construction complies with the requirements of the Provincial Building Code. If submitted plans do not contain adequate information to enable staff to accurately assess a project, revisions may be required before a Building Permit is issued.