

DEVELOPMENT, BUILDINGS & LICENSING

PROPERTY ADDRESS: _____ CHECKED BY: _____ DATE: _____

BUILDING PERMIT NO. _____ SUBMISSION TYPE: **FULL Electronic** ☐ **MIXED** ☐

ITEM	COMMENTS / DP; BP; DB; AL; OC PERMIT NUMBERS	CP Check	City Check
LIST ALL RELATED BLDG PERMITS		<input type="checkbox"/>	<input type="checkbox"/>
MIX SUBMISSION – PAPER DWGS		<input type="checkbox"/>	<input type="checkbox"/>
DP Compliance Letter	Provided and includes all DPMAs <input type="checkbox"/> Not required – No DP <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection/DBI clearance for OC permit	<input type="checkbox"/> Performed: <input type="checkbox"/> Booked for:	<input type="checkbox"/>	<input type="checkbox"/>
FDD N/R as there’s no substantial changes from BP drawing	Confirmation from CRP and CP is required for each discipline that FDD not being submitted. List all that apply	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings Alternative Solutions - are listed on first page + any associated pages on Drawings where it applies.	<input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Excavation/Shoring Drawings (showing permanent anchors)		<input type="checkbox"/>	<input type="checkbox"/>
Electrical Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Code Compliance Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Guard Rail Shop Drawings		<input type="checkbox"/>	<input type="checkbox"/>
“Final Design Drawings” noted all pages		<input type="checkbox"/>	<input type="checkbox"/>
CP Stamp (Dated and Signed)		<input type="checkbox"/>	<input type="checkbox"/>
P.Eng./Arch. Seal & Signature & Date are valid electronically		<input type="checkbox"/>	<input type="checkbox"/>
Other Building Permit Conditions e.g. Bldg. Legal Agreements)		<input type="checkbox"/>	<input type="checkbox"/>
Energy Compliance Documents (checklist and revised documents)		<input type="checkbox"/>	<input type="checkbox"/>
Green Buildings Policy for Rezoning Checklist and related documents		<input type="checkbox"/>	<input type="checkbox"/>

Related Occupancy Permit Application(s)	<input type="checkbox"/> For TI Permit Only - Base building OC is issued for TI space	<input type="checkbox"/>	<input type="checkbox"/>
Related Development Permit(s)/Minor Amendment(s)	All issued and match on FDD? List them here.	<input type="checkbox"/>	<input type="checkbox"/>
Change of Professional during project	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL CP COMMENTS:

SIGNED-OFF BY PC-BRB STAFF: _____ Date: _____

This area to be filled out by City Staff			
MOE Certificate Issued Not Required <input type="checkbox"/>			<input type="checkbox"/>
Addressing Check	<input type="checkbox"/> No Deficiencies <input type="checkbox"/> Revisions submitted & approved		<input type="checkbox"/>
Additional comments from CPO Other departmental deferrals to occupancy and clearances, etc			<input type="checkbox"/>
Annotations on Drawings P.Eng/Arch/CP initials on all paper drawings			<input type="checkbox"/>
Changes/Revisions/Amendments Captured - Notice Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/>
Markups permanent On all paper drawings			<input type="checkbox"/>