

Additional Unit building Permit Submission Checklist

- Completed building permit application
- Schedule 1 (Designer Information)
- Agent authorization form, if applicant is not the homeowner
- Site plan and detailed floor plan showing the following:
 - Labeled rooms and common/shared areas, room size dimensions, ceiling height
 - Location, size, and type of all windows and doors (steel, hollow or solid core), height of windows from floor level
 - Exit requirements (doors and paths of travel throughout)
 - Location and dimension of stairs and hallways
 - Location of all smoke and carbon monoxide detectors
 - Construction of fire separation between units
 - Location of all plumbing fixtures
 - Indicate mechanical ventilation (kitchen, exhaust, bathroom fans) and heating system (shared forced air furnace/electric baseboard heaters etc.)
 - Location of all interior and exterior lighting
- Applicable building permit fees:
 - \$11 per \$1000 of construction value, \$50 application fee