



## Plan Review Checklist – New House

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

### Required Information:

- 2 sets of **Site Plans** with the following information
  - Show size and location of proposed house
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- 2 sets of **House Layout Drawings** with the following information
  - Exterior and Interior wall locations
  - Window sizes and locations
  - Door sizes, locations and swing direction
  - Heating unit/system location
- 2 sets of **House Structural Drawings** with the following information
  - Foundation Detail (type, size, layout and location)
  - Wall Detail (interior and exterior)
  - Roof Detail (eng truss design and layout, roof rafters)
  - Floor Detail (eng joists design and layout, dimensional lumber)
- 2 copies of the **Building Permit Application** properly filled out
- 1 copy of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor, if applicable
- 1 copy of the **Energy Efficiency Compliance Forms** filled out by a qualified person, if applicable
- 1 copy of the **Spray Foam Tech Data Sheet** properly filled out, if applicable

**Required On-Site Inspections:** (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Step Footings (Prior to pouring concrete)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)