

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Commercial Stairs

Plan Reviews: Building Review, Fire Review, Planning Review, Public Works Review, Structural Review

Inspections: Building Final, Fire Final, Notice Of Commencement - Certificate, Planning Final, Reinforced Steel, Rough (In-Progress)

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings include:

- Signed & sealed topographic/boundary survey
 - Site Plans, showing the location and extent of work (Can be site survey)
- Architectural Plans (details and dimensions)
- Structural Plans
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans
- Existing and proposed floor plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, railings, etc. as may be required
- Exterior building elevations

Supporting Documents:

- Structural Calculations
- Smoke Control (if applicable)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems : Exits, Compartmentation, Life Safety Systems. Etc.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.