**Minimum Documents:**

Building Permit Application Form

Full Copy of Title (no older than 3 months)

Plan of Subdivision and all associated MCP, Covenants, and 173 Agreements (no older than 3 months)

Architectural Plans to include:

1. Site plan
2. Floor plans
3. Reflected Ceiling Plan
4. Elevations

*\*must be prepared by registered Draftsperson/Architect*

Occupancy Permit with list of Essential Safety Measures

Current annual Essential Safety Measures Report

Building Permit Fees

**Additional Information that may be requested:**

Engineering (civil/structural/ hydraulic/electrical/mechanical/fire)

1. Structural and Service Plans
2. Computations
3. Certificate of Compliance

*\*Must be prepared by registered Engineer*

Planning Permit and endorsed documents

Energy Efficiency to include:

1. Energy Report
2. Endorsed Plans

Section 29A/Form B (for any demolition works)

Access consultants review/report and endorsed plans

Commercial Builders Registration and Professional Indemnity Insurance Certificate

Manufacturer’s specifications of appliances, i.e., rangehood, etc.

Report and Consent/Relevant Authority approval/s

**This is not an exhaustive list – upon assessment, additional information may be required**