

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

Required Documents

Note: *If you are adding an Attached Accessory Dwelling Unit in the basement (i.e. a second kitchen and bathroom to the basement) please refer to the Attached Accessory Dwelling Unit requirements list.*

- Application fee (**Note:** *you will be notified via email of outstanding fees with payment details*)

- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** *This is not required if the property owner is the applicant*).

- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)

- Floor Plan (scaled in metric), including:
 - Property Address
 - Area calculation of floor
 - Door locations and sizes
 - Bathroom fan location(s)
 - HVAC (Heating, Ventilation & Air Conditioning)
 - Forced Air locations
 - Return Air locations
 - HRV (Heat Recovery Ventilator) diagram
 - Bathroom fan locations
 - Description of all structural changes, including:
 - Adding new exterior doors or windows
 - Altering load bearing walls
 - Adding a beam
 - Smoke detector location(s)
 - Carbon monoxide detector location(s)

In addition to the **Required Documents**, the following items are required in specific cases.

Basement Renovations:

- Geodetic floor elevations

Required Documents (*cont'd*)

- Room designations
 - Window locations, sizes, types, and indicate if new or existing
 - Window well locations, sizes, and indicate if new or existing

Adding or enlarging a window well or adding an exterior door:

- Site Plan (scaled in metric), including:
 - Property lines
 - Outline of the home
 - Label front of the home
 - Location and distance(s) from property lines to:
 - All sides of the home
 - Window well(s)
 - Cantilevers (i.e. fireplace)
 - Air conditioning equipment
 - Landings
 - Sizes for new or existing window wells, exterior doors and landings

- Elevations (scaled in metric), including:
 - Height and width of the primary home
 - Dimensions of existing and new windows and exterior doors
 - Location of cantilevers, decks and landings

NOTE: Drawings should be submitted for only the affected sides of the building.

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).