

## Plan Review Checklist – Renovations

**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.

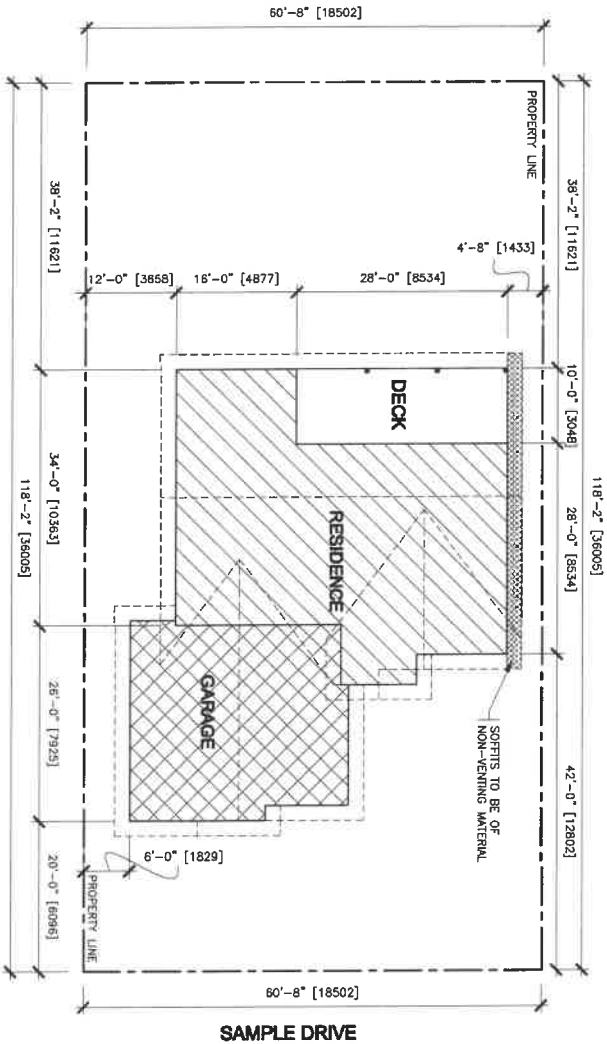
### Required Information:

- 2 sets of **Site Plans** with the following information
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- 2 sets of **Renovation Layout Drawings** with the following information
  - Interior wall locations (existing and new)
  - Window sizes and locations (existing and new)
  - Door sizes, location and swing direction (existing and new)
  - Heating unit/system location (if applicable)
  - Include description of renovations and indicate any possible structural alterations that are being made.
- 2 copies of the **Building Permit Application** properly filled out

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

- Plan Review (Prior to the commencement of any construction)
- 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)

**SAMPLE SET ONLY**  
 This is not intended to prescribe a specific design requirement. There are several construction systems and techniques that can achieve compliance and appropriate performance levels. The information shown here is meant to be a sample of the type and level of detail and information required to be submitted for review as part of the building permit approval process. In some cases, an engineer or architect may be required to provide design / design review with stamped designs in order to approve.



**SITE PLAN**



SCALE: 1/4" = 1'-0"

LOT AREA:  
 7171 sq. ft. [666.2 m<sup>2</sup>]  
 SITE COVERAGE = 32.8%

NOTE:  
 CONFORM WITH AUTHORITIES HAVING JURISDICTION  
 CORRECT SETBACKS FROM PROPERTY LINES;  
 CONTRACTOR TO ENSURE THE CONSTRUCTION OF  
 THE RESIDENCE CONFORM TO THESE SETBACKS

**LEGAL DESCRIPTION:**  
 LOT 1, BLOCK 2 PLAN #: 123456789  
**CIVIC ADDRESS:**  
 123 SAMPLE DRIVE, SAMPLE, SK

**SAMPLE DRIVE**



**SAMPLE DRAWINGS**  
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**DRAWING NAME:**  
 SITE PLAN

**DATE:**  
 JUNE 11, 2010

**PROJECT #:**  
 2019-33

**DRAWN:**  
 BMV **A-2.1**