

Pre-screening of Building Permit Applications for Secondary Suites (continued)

ITEM	INCLUDED	MISSING	NOT APPLICABLE	COMMENTS
Check AMANDA for RC or GW folders				
Floor area of construction on info fields				
Title search				
Agent letter				
Site plan (showing secondary off-street parking)				
Floor plan (scaled drawings)				
Secondary suite floor area				
Labeled room uses				
Common/ private laundry facility				
Heating system (type, fire dampers, etc.)				
Suite access and egress requirements				
Fire separations (walls and ceilings)				
Door and window sizes				
Smoke alarm details				
Structural modifications requiring professional involvement				

The pre-screening system is a means of assisting the proponent in ensuring that all drawings and documents will be available when the permit application is made. This pre-screening does not constitute a plan review, nor does it constitute an endorsement of the quality or content of the submission. Further comments/requirements may be addressed to the applicant once the plan review is undertaken. The proponent is solely responsible for the completeness and correctness of any permit application, the supporting documentation and for compliance of the proposed work with all applicable laws, codes and regulations.

Please refer to Permits Bulletin Number 03-004 [Common Reasons for Delay in Building Permit Processing](#) and Permits Bulletin Number 03-005 [Commonly Missed Items in New Single and Two Family Permit Applications](#) for further information.

NV/pk