**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**