

County of Prince Edward

BUILDING PERMIT APPLICATIONS

Required Documentation - Commercial

New Buildings and Additions

- Proposed use of Building
- Existing use of Building
- Construction required or proposed
- Building Permit Application
- Change of Use Permit Application (with or without construction)
- Site Plan Approval/Agreement Application where applicable

New Buildings and Additions

- Two Complete Sets of Building Plans with the following Information:
 1. Basement, foundation and framing plan;
 2. Ground floor plan;
 3. Second floor plan (where applicable);
 4. Wall sections;
 5. Elevations – front, rear, and sides;
 6. Heat loss, duct design, and plans (additions over 20 sq m);
 7. Roof plan;
 8. Mechanical Ventilation;
 9. Ontario Building Code Handicap Provisions.
- Site Plan showing:
 1. Dimensions of proposed building;
 2. All property boundaries (legal survey if available);
 3. Any rights-of-way or easements on property;
 4. Parking and driveway access/aisles;
 5. Septic system and well locations where applicable;
 6. Location of proposed building, with dimensions/setbacks from property lines, road, and existing buildings;
 7. Other physical features such as escarpments, flood plains, and water courses.

Renovations

- Proposed and existing building use
- Framing and floor plans
- Parking
- Wall sections
- Fire separation (where applicable)
- Plumbing plans (where applicable)

NOTE: *(Occupancy use and size of building regulates the requirements of architects and professional engineers for both design and review).*