

Architectural Drawings and Required Forms - Building Permit Checklist

By Acadia Drafting

Your Permit Drafting Experts

1. New Home Construction

- ☐ Site Plan
- ☐ Floor Plans (All Levels)
- ☐ Elevations (All Sides)
- ☐ Building Sections
- ☐ Roof Plan
- ☐ Foundation/Basement Plan
- ☐ Construction Details
- ☐ Structural Drawings
- ☐ Mechanical/HVAC Drawings
- ☐ Plumbing Drawings
- ☐ Grading & Drainage Plan
- ☐ Energy Efficiency (SB-12) Calculations

Tip: Use your survey as the base for the site plan, and include finished floor elevations. Toronto zoning limits height and lot coverage - make sure these are labelled.

2. Home Additions

- ☐ Site Plan (showing existing and proposed building footprints)
- ☐ Floor Plans (Existing & Proposed)
- ☐ Elevations (Existing & Proposed)
- ☐ Building Sections (through the new addition)
- ☐ Roof Plan (if altered)
- ☐ Foundation Plan (if applicable)
- ☐ Construction Details
- ☐ Structural Drawings
- ☐ Grading & Drainage Plan (if grading changes)
- ☐ Energy Efficiency / SB-12 Calculations

Tip: Show the connection point between the new and existing structures clearly. The City often requests section cuts through the addition for height and insulation checks.

3. Basement Renovation or Secondary Suite

- ☐ Floor Plan (Existing & Proposed)
- ☐ Building Section (showing floor-to-ceiling height and insulation)
- ☐ Egress Window Details
- ☐ Fire Separation Details
- ☐ Plumbing Plan (for new fixtures)
- ☐ HVAC Layout (for new supply/return vents)
- ☐ Energy Efficiency / SB-12 Calculations (if space is heated)

Tip: Make sure to label fire-rated assemblies and smoke alarm locations. Secondary suites must meet egress and sound separation requirements.

4. Interior Renovation (No Addition)

- ☐ Existing & Proposed Floor Plans
- ☐ Demolition Plan (if applicable)
- ☐ Construction Details (for wall, ceiling, or layout changes)
- ☐ Structural Drawings (if load-bearing elements are modified)
- ☐ Plumbing and/or HVAC Drawings (if relocated)

Tip: Even if the project doesn't change structure, always dimension new walls and fixtures clearly - Toronto reviewers check for code clearances around plumbing and stairs.

5. Deck, Porch, or Balcony

- ☐ Site Plan (showing deck location and setbacks)
- ☐ Deck Plan (with dimensions and joist layout)
- ☐ Elevations (showing height above grade and guards)
- ☐ Section Detail (showing framing and connections)
- ☐ Footing/Foundation Plan
- ☐ Guardrail Details
- ☐ Structural Drawings (if required by height or size)

Tip: Show height above grade and guard details. Decks over 24 inches above grade require a permit and engineered footings.

6. Detached Garage, Carport, or Shed

- ☐ Site Plan
- ☐ Floor Plan
- ☐ Elevations
- ☐ Roof Plan
- ☐ Section
- ☐ Foundation/Footing Details
- ☐ Structural Drawings (if required)

Tip: Include fire separation walls if the structure is near a property line. Indicate driveway slope and drainage direction.

7. Exterior Alterations (Windows and Doors)

- ☐ Elevations (Existing & Proposed)
- ☐ Wall Section / Detail
- ☐ Window and Door Schedule
- ☐ Structural Drawings (for new openings)

Tip: Always show lintel and header sizes for any enlarged openings. If altering exterior finishes, note the materials and weather barrier layers.

8. Underpinning / Basement Lowering

- ☐ Site Plan (showing excavation limits and access)
- ☐ Basement Plans (Existing & Proposed)
- ☐ Structural Underpinning Drawings (engineer-stamped)
- ☐ Underpinning Sequence & Details
- ☐ Section (showing new slab elevation)
- ☐ Foundation Wall Details
- ☐ Drainage & Sump Layout
- ☐ Temporary Shoring Drawings
- ☐ Structural Engineer's Design Summary

Tip: The City of Toronto will not issue underpinning permits without stamped engineering drawings and a clear sequencing plan.

9. Laneway Suite

- ☐ Site Plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Building Sections
- ☐ Roof Plan
- ☐ Foundation Plan
- ☐ Construction Details
- ☐ Grading & Drainage Plan
- ☐ Servicing Plan
- ☐ Structural Drawings
- ☐ Energy Efficiency (SB-12)

Tip: Laneway suites have unique zoning for setbacks, height, and access. Always include the distance from the rear lot line and the fire route diagram.

10. Garden Suite

- ☐ Site Plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Building Sections
- ☐ Roof Plan
- ☐ Foundation Plan
- ☐ Grading & Drainage Plan
- ☐ Servicing Plan
- ☐ Construction Details
- ☐ Structural Drawings
- ☐ Energy Efficiency (SB-12)

Tip: Garden suites require minimum separation from the main house and cannot exceed height or lot coverage limits - show these on the site plan.

Submission Requirements (All Project Types)

- ☐ Drawings to scale (1:50 or 1:100, metric)
- ☐ PDF format for ePlans submission
- ☐ Seals/signatures from licensed architect, BCIN designer, or engineer (if required)
- ☐ All dimensions and notes are legible
- ☐ Clearly label “existing” vs. “proposed”
- ☐ Include a recent Property Survey

Tip: Always verify the current requirements on the City of Toronto's Building Permits portal before submitting. Rules can change depending on zoning or conservation overlays.