Floor Plan Standard - Retail or General Projects

Standard applies only to building permit applications. Standards differ for development permit (zoning approval) applications. Standards apply to business owners working without a contractor. Professionals must adhere to industry drawing standards.

BUILDING PLANS CHECKLIST

Floor Plan Drawings:
- Diagram of the existing space, showing what is to be removed (partitions, fixtures, etc) by selective interior demolition
- Walls, partitions, floor/ceiling details and fire-resistance rating, including to the adjacent tenants
- Accessibility and comfort provisions: vestibule clearances, barrier-free washrooms, ramps, all washroom provisions
- Occupant load: customers and staff on duty at one time
- Show roof or wall terminations and air intake locations for any building services equipment and any process equipment exhaust and/or make-up air

Structural Drawings:
- Engineer-stamped drawings are required for structure changes such as roof-top unit (RTU) and make-up air unit (MAU) support, new mezzanine, stairs, handrails and guards, etc.

Mechanical Drawings:
- HVAC design: detail/locations of the general ventilation system: RTU (roof-top unit) and MAUs (make-up air unit), ducts, supply diffusers, return air grilles
- Note whether equipment is new or existing
- Any specialized process equipment or areas governed under Safety Codes such as NFPA33-compliant spray applications showing detail/locations of exhaust fans, including capacity, controls, ducts, terminations
- Any specialized process equipment or areas governed under Safety Codes, example: nail salon work station ventilation fans, including capacity, controls, ducts, terminations
- Hot water supply design: location and details of tank type, capacity, location, venting, installation, etc.
- Piping design: pipe types, floor drain locations, grease interceptors, fixtures, faucets, etc.

Electrical Drawings:
- Lighting and power plan design: fire alarm devices such as fire detectors, manual stations, bell/strobe signals, etc. as part of the building-wide alarm system
- Emergency lighting and exit sign location

Applications must contain all items identified in the checklist.

Submission of incomplete drawings will delay application processing.

Instructions:
- Provide engineer-stamped drawings and schedules of professional involvement for projects involving over 500 square metres of floor area
- Provide engineer-stamped drawings where complexity of design or installation cannot be assessed by a safety codes officer. ‘Partial’ professional involvement may be applied to particular elements, e.g., automatic sprinkler system, fire alarm system, structural changes, etc.

Note:
- Sample floor plan drawing is not drawn to scale, and is intended for illustrative purposes only.

General Instructions:
- Metres or feet/inches are accepted. Please use units consistently.
- Preferred scale 1:100 (metric) or Imperial ¼” = 1’0” (imperial). Diagrams do not need to be drawn to scale.
- Alternate legends and labels are accepted.

Checklists identify the minimum information required for application review. Additional information may be requested.