

Plan Review Checklist

Owners/Builders: Please provide **3 sets/copies** of the information required for your residential building project when submitting an application for a plan review. A plan review cannot be completed until **all** information “**REQUIRED for a Plan Review**” listed above the shaded line below is provided. This review is done before a building permit is issued. Please allow two weeks for the plan review.

Administrators: Please ensure that **all** items in the unshaded boxes for the applicable project type are submitted by the owner/builder before submitting to PBI.

Residential Building Project

REQUIRED for a Plan Review (If available, please e-mail a digital copy of your plans in pdf to: office@pro-inspections.ca A shaded box means <u>not required</u> .	New Dwelling / Duplex	RTM / Modular / Post-Move	Mobile Home	Addition (living space)	Renovation	Bsmt Develop / Secondary Suite	Deck	Garage: Attached	Garage: Detached / Boathouse	Accessory Building	Pole Building	Retaining Wall / New Fdn
2 sets of Site plans (i.e. lot dimensions & shape; indicate North; project size & distance from property lines, other buildings on property, easements, driveway, etc.)												
2 sets of Architectural plans (i.e. floor plans, exterior elevations, cross section, exit locations, window and door type and size, etc.)												
Supplier report(s) for structural/architectural specifications												
2 sets of Engineer-stamped Structural foundation designs (site specific)												
Loading on concrete telepost pads or piles												
Wood and/or steel beam sizes												
Geo-Tech report (if applicable)												
PBI Specifications (Mobile, Reno, Bsmt Dev, Deck, Det Garage or Acces Bldg)												
Provide As They Become Available (A digital copy in pdf can also be e-mailed to PBI)												
2 sets of Engineered roof truss design & layouts (site specific)												
2 sets of Engineered floor truss design & layouts (site specific)												
Residential Mechanical Ventilation Design Summary												
Fireplace/woodstove manufacturer's installation specifications												

Owner Name: _____ **Cell Ph:** () _____

E-mail: _____ **Home Ph:** () _____

Contractor Name: _____ **Cell Ph:** () _____

E-mail: _____ **Fax:** () _____

Jobsite Address: _____ **Date:** _____

Municipality: _____ **PBI Permit #:** _____