



Plan Review Checklist – New House (RTM)

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed house(RTM)
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **House Layout Drawings** with the following information
 - Exterior and Interior wall locations
 - Window sizes and locations
 - Door sizes, locations and swing direction
 - Heating unit/system location
- 2 sets of **House Structural Drawings** with the following information
 - Foundation Detail (type, size, layout and location)
 - Wall Detail (interior and exterior)
 - RTM anchorage detail
- 2 copies of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor
- 2 copies of RTM certification and RTM plant certification.
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Step Footings (Prior to pouring footing)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)