



**Planning & Development Services**

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**TOWN OF AJAX**

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## **Permit to Construct Interior Alterations**

Industrial / Commercial / Institutional / High Density Residential

### **Fees:**

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the LMCBO valuation)

### **Document Submission Requirements**

All documents and drawings are to be in PDF format.

### **Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information or Commitment to General Review
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization
- Completed Statement of Design form (where necessary)
- Two copies of a letter that describes in detail the proposed business operation, identifies all combustible items stored on the premises and the quantities
- Completed Applicable Law Checklist (where necessary)

### **Drawing Submission:**

- Site Plan/Legal Survey showing the location of the unit and/or the area to be occupied, parking, etc.
- Fully dimensioned Construction Drawings that bear the signed and dated seal of a professional engineer or architect, including:
  - layout indicating the existing and proposed construction,
  - all exits and public corridors,
  - wall and ceiling design,
  - washroom facilities,
  - sprinkler and/or fire alarm systems
  - qualification information on every page
  - previous use of space
- Electrical Drawings (exit signs and emergency lighting), bearing the signed and dated seal and Qualification Information of a Professional Engineer or Architect (see OBC Division C-Article 1.2.1.1.)
- Mechanical/Sprinkler Drawings (plumbing, sprinkler, heating and heat loss calculations), bearing the signed and dated seal and Qualification Information of a Professional Engineer or Architect (see OBC Division C-Article 1.2.1.1.)
- Key Floor Plan showing the existing (or last) use of adjacent spaces

### **Additional Approvals and Information:**

- Estimate of construction value, to include all materials and labour costs
- Durham Regional Health Services stamped approval for "Food Handling" occupancy prior to the issuance of a permit (where applicable)
- MOH and/or MOL approval for the installation of X-Ray equipment (where applicable)

**This is a general list of requirements and is not intended to be comprehensive.**