

RENOVATION – PBI SPECIFICATIONS

Owner Name: _____ Municipality: _____
Owner: (Cell) _____ (H) _____ Jobsite Address: _____

Commercial

Renovations typically require a building permit if there is any alteration or repair to:

- **structural framing** (e.g. cutting existing framing members or adding new framing members.)
- **living accommodations** (e.g. changes to or creating bedrooms/sleeping rooms.)
- **occupancy use** (e.g. converting a retail space into a restaurant or an office into a store.)
- **occupant loads** (e.g. increasing from ≤ 10 occupants to more than 10 occupants working in a commercial space.)
- **leasehold improvements** (e.g. development of new commercial space.)
- **barrier-free accessibility.**

(1) Please select the renovation type below that best describes your project:

- ☐ **Window replacement** (changing the size of the existing windows.)
- ☐ **Window replacement** (installing new windows in bedrooms or sleeping rooms.)
- ☐ **Door replacement** (changing the size of existing doors.)
- ☐ **Removing wall(s) or making openings in existing wall(s)** (essentially, any reno that cuts structural members.)
- ☐ **Converting a room into a bedroom or sleeping room.**
- ☐ **Change of occupancy use or occupant load.**
- ☐ **Leasehold improvements.**
- ☐ **Adding a roof over a deck, landing or other exterior space.**
- ☐ **Adding a deck enclosure to an existing deck or patio.**
- ☐ **Making barrier-free provisions** (e.g. adding a barrier-free ramp or wheelchair accessible washroom.)
- ☐ **Other:** _____

(2) In the space below, please describe your renovation project in as much detail as possible:

Date: _____ **Owner Signature:** _____

(3) On a separate sheet please provide the following, if applicable:

- ☐ Sketch of renovation project or floor plan layout.
- ☐ Manufacturer specifications or product brochures (i.e. windows, doors, cooking appliances, etc.)
- ☐ Site plan if existing building changes shape (i.e. show placement on the lot and setbacks to property lines.)