



Department of Planning – Policies and Procedures

Date: June 14 2019

RE: REMINDERS FOR APPLICATION SUBMISSIONS

1. Please remember to complete and upload the attached checklist when using the IBC Code. This is will let us know if fire drawings are required.
2. If Fire drawings are required, please complete the attached Fire Protection Form and upload with your drawings
3. Informational Reviews will only be accepted if the plans examiner has provided written confirmation.
4. Once planning permission has been granted for both the main building and LPG, they must be submitted as one permit application. EG. House application submitted with LPG drawings
5. For Third Party Applications, you must submit the stamped planning approved drawings with the third party stamp on the drawings, with your permit application.
6. A permit application for a propane generator does not require a separate LPG application. However if LPG is proposed for uses other than the generator, a separate LPG application is required
7. Notice of Intent forms must be signed by Kerry-Ann Picard. We will not accept old forms signed by John England. See attached