

Floor Plan Standards



Development permits for new commercial buildings

Applications must contain all items identified in the checklist.
Submission of incomplete drawings will delay application processing.

General Requirements

- Metres or feet/inches are accepted. Please use units consistently.
- Diagrams must be to scale and dimensioned. Minimum scale 1:100.

Drawing Requirements Checklist:

- Dimensions of building (exterior and interior)
- Total floor area (sq. m) (include all floors)
- Layout of all interior and exterior walls
- All doors, stairs and window locations
- Identification of all proposed/existing room uses on all floors (ie. living rooms, bedrooms, kitchens, bathrooms, mechanical rooms, etc.)
- Cross sections showing all materials used for the structure

Additional requirements for restaurants:

- Seating plan (location of tables)
- Area of public space
- Proposed total number of occupants

Additional requirements for child care facilities:

- Number of children per room
- Total number of children
- Location of toy sinks
- Label Indoor play, rest, and seating areas

Additional requirements for light industrial businesses:

- Area calculations of different uses (fabrication area, sales centre area, etc.)

Checklist identifies the minimum information required for application review.
Additional information may be requested.

Items commonly missing from floor plans include:

Label each unit/bay with the proposed use

- Use examples: General Retail, Specialty Food, Health Services, etc.
- Provide floor area of each unit/bay
- Provide unit numbers as necessary
- Layout of all interior walls

Restaurants and Specialty Food Services

- Total floor area
- Total public space area (area accessible to the public)

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All doors, stairs and windows:

- Location and dimensions

Any mezzanine areas must be identified and a floor plan must be provided

- Location and dimensions
- Use of the mezzanine space (either storage or additional office / meeting rooms)