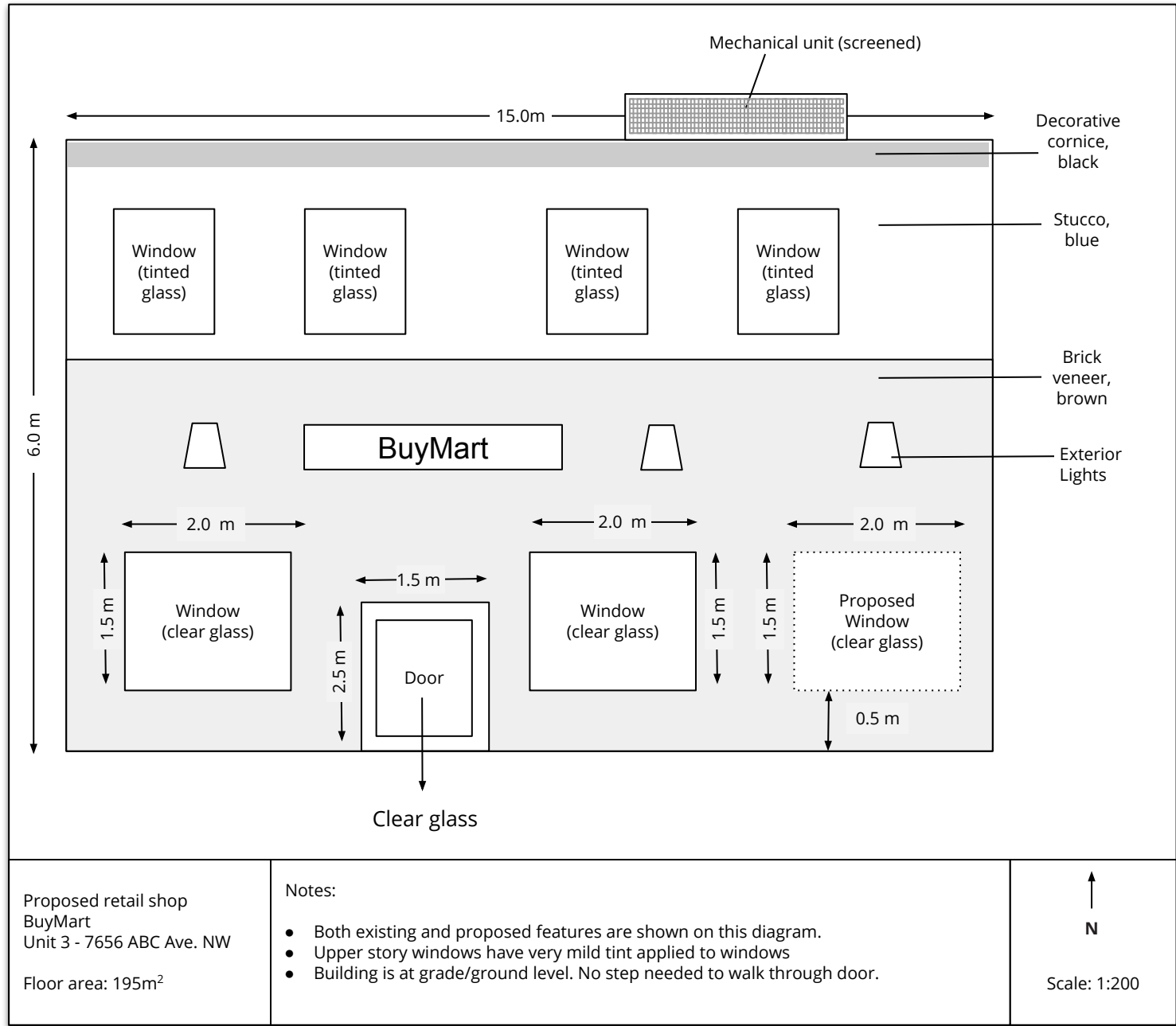


# Elevation Plan Standard

Standard applies to both development permit (zoning approval) and building permit applications. Standards apply to business owners working without a contractor. Professionals must adhere to industry drawing standards.



**Drawings must contain all items in the checklist. Submitting incomplete drawings will delay application processing.**

### Drawing Instructions

- Metres or feet/inches are accepted. Please use units consistently.
- Diagrams must be drawn to scale. Minimum scale is 1:100. Tip: Use graph paper to draw to scale.
- Submit separate diagrams showing the current space and proposed changes.
- Submit one diagram for simple changes only. Changes must be clearly marked.

### Checklist

Information bar:

- Type of business
- Business name
- Address including suite number
- Floor area inside the business
- North arrow and scale marker

Drawing details:

- All windows, doors, decorative elements, and exterior lighting
- Rooftop equipment and how it is/will be screened
- All exterior finishing materials and colours (example: brick, stucco)
- Indicate any changes proposed from the existing facade (example: new window, removal of window)
- Dimensions of all existing and proposed windows and doors
- Height and width of building
- Distance of building from grade (ground)

**Checklists identify the minimum information required for application review. More information may be requested during application review.**