

Planning Applications & the Role of the Building Department

Building Services Information Sheet

Last Updated: September 2020

The Planning Application Process

The Building Department is circulated on Pre-Consultation, Site Plan, Subdivision, and Committee of Adjustment applications. Our role is to provide Building Code related guidance on the development application. Comments from the Building Department are based solely on the information provided and are generic in nature. A full review for code compliance takes place once a building permit has been applied for.

Pre-Consultation Applications

Pre-Consultation applications typically involve a review of concept drawings. The Building Department provides high level comments about major items that may affect the location of the building, fire route, hydrants, and principal entrances as they relate to the Building Code. During the Pre-Consultation meeting, City staff and project stakeholders discuss comments made about the project. Any comments not addressed in the Pre-Consultation meeting will be carried over to the Site Plan process.

Site Plan Applications

Site Plan applications contain a more thorough design than provided at the Pre-Consultation stage. Therefore, the Building Department can provide more detailed responses for specific items. During the Site Plan meeting, City staff and project stakeholders have the opportunity to discuss comments made on the drawings. It is recommended that the consultant responsible for the design of the building attend the Site Plan meeting to take advantage of this early opportunity to assess technical and specific Building Code requirements. It is helpful if comments and questions are provided to the City in advance of the Site Plan meeting, as this facilitates a more informed discussion.

Draft Plan of Subdivision Application

In most cases, the Building Department will not comment on Draft Plan of Subdivision applications because there is no detail provided regarding any proposed buildings. Staff from the Building Department may attend a Draft Plan of Subdivision meeting when requested.

Committee of Adjustment

Committee of Adjustment applications consist of Consent or Minor Variance applications. The Building Department will provide Building Code comments relating to these applications and will sometimes recommend conditions that should be included as part of the approval. Comments made are limited by the amount of detail provided on the drawings.