



## **SUBMITTAL REQUIREMENTS** **INTERIOR RENOVATIONS**

An application must be submitted including the following documents and information:

- Existing and proposed floor plans.
- Sprinkler plans, lighting plan, reflected ceiling plan, sections.
- Structural plans stamped and signed by a structural engineer (if structure is being modified).
- A Régie du bâtiment du Québec form (may be required).
- Building parameters (may be required).
- One complete set of drawings folded to 8-1/2" x 14" (one extra complete set of scaled drawings may be required).

\*Application for plan review signed by the owner or accompanied by an original letter of authorization signed by the owner with the application fee and a letter describing the scope of the work.