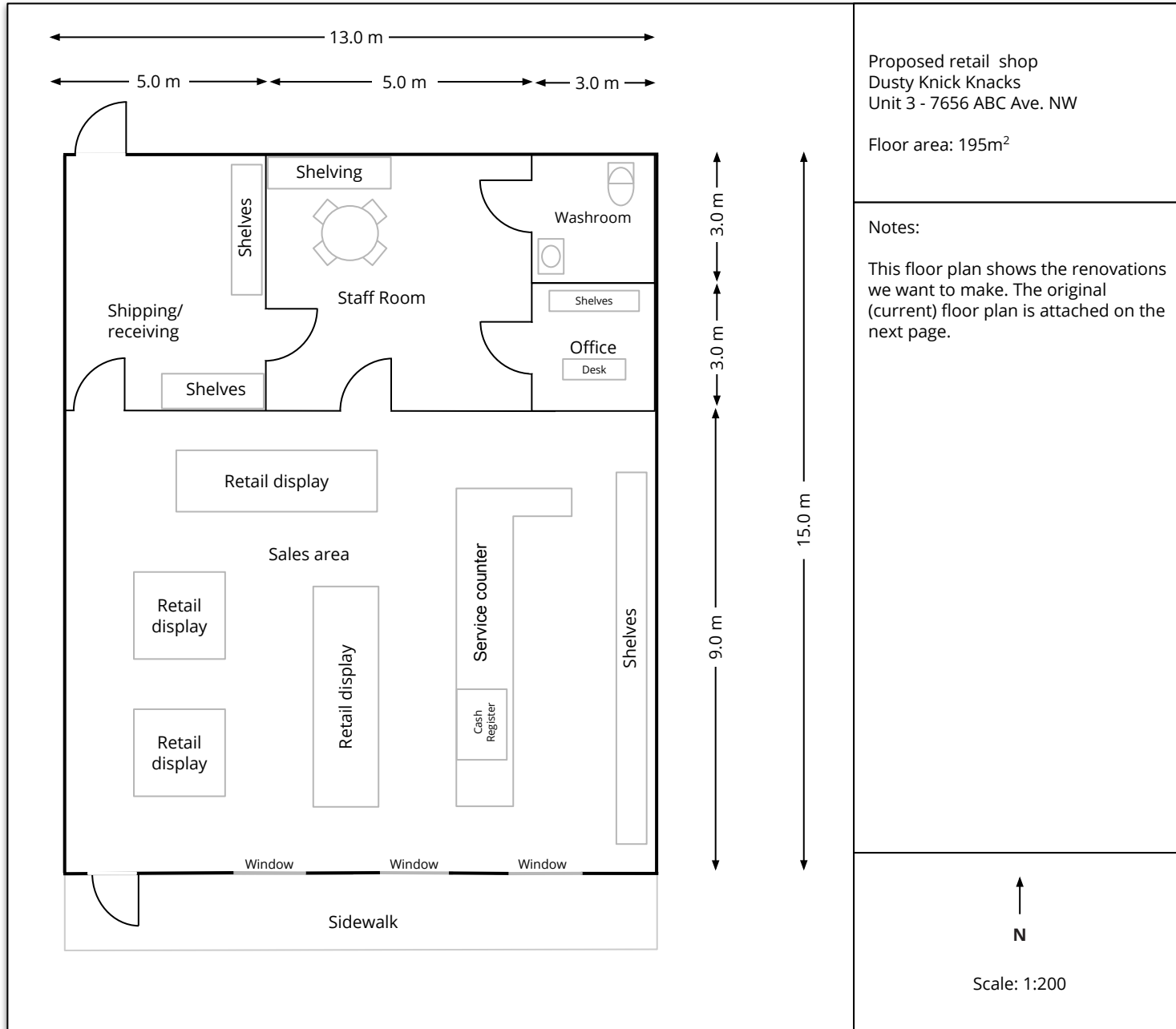


Floor Plan Standard - Retail / General

Standard applies only to development permit (zoning approval) applications. Standards differ for 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.

Floor Plan Checklist

Information bar:

- Type of business (example: retail store, hair salon, etc.)
- Business name
- Address including suite number
- Floor area
- North arrow and scale indicator

Floor plan details:

- Locations of all internal and external facing walls, partitions, doorways, windows and other openings
- Use and function of rooms
- Dimensions of all rooms
- Location and description of fixed/large furniture and equipment

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