

Item No.	
1	Check which part of the building code regulates the project (Part 3, Part 9, or in some jurisdictions, another Part); identify project; check whether project is new, an alteration and/or addition, or if there is a change of use.
2	Identify major occupancy(ies).
3	Enter building area and extent of new and existing; if a portion of the building is to be demolished, enter in the "existing" space only that portion which is to remain, such that the total of new and existing is the area of the final product.
4	NBC does not refer to "gross building area"; however, this concept and terminology may be relevant in some jurisdictions.
5, 6	Enter number of storeys above and below grade, and height of building.
7	Enter number of streets and access routes.
8	Enter NBC building classification.
9	Obtain information on proposed sprinkler system from engineer; check appropriate box.
10, 11	Obtain information from engineer; check appropriate "yes" or "no" box for requirement for standpipe and fire alarm.
12	Obtain information from engineer responsible; check appropriate box relative to adequacy of water supply for fire protection.
13	Check appropriate box.
14	Enter permitted and actual combustible/non-combustible construction information.
15	Note whether there are mezzanines: how many, where, the area of each, or, if none, enter N/A.
16	Provide design information as to occupancy and occupant load per floor, and whether this is derived based on building design, or on the Code requirement for floor area per person.
17	Check appropriate box; if "no" is checked, provide explanation why.
18	Check appropriate box.
19	In spaces provided, enter required fire resistance rating for floors, roofs and mezzanines, and for supporting members for these; also enter listed design numbers (e.g., ULC) or description for horizontal assemblies and their supporting members.
	If space in the matrix is inadequate, prepare a separate table, cross-referenced for different major occupancies in building as appropriate.
20	Establish "project north" orientation if different from "compass north," and show both on site plan. Enter spatial separation information in appropriate columns for each elevation, where applicable, identifying exposing building face (EBF), limiting distance (LD), length (L) and height (H) of building. Use a separate table for spatial calculations if project is more complex than can be accommodated in this table, cross-referencing appropriately.
21	Enter any other information that will assist in expediting the issuance of building permit.