

**INSTRUCTIONS FOR COMPLETING
THE PERMIT and CONSTRUCTION COSTS
PROPERTY QUESTIONNAIRE**



The following instructions are provided to aid you in filling out the Questionnaire form for properties with permits. If you have any questions, please call our office at 1-800-380-7775.

From Page 1 of form:

Construction Details Form

Development Name	Planned name for the property development.
Application Number	Permit Application Number or the Assessment Account Number found on the first page of the cover letter for this request for information.
Space Above Grade	Total square footage of proposed construction within the Permit Application located in whole or in part that is above the surface of the ground
Space Below Grade	Total square footage of proposed construction within the Permit Application located below the surface of the ground
Use	What is the planned use of the permitted construction
Framing Type	Please indicate whether the framing is Concrete, Masonry, Wood, Metal etc.
Stories	Number of stories of the permitted structure
Gross Floor Area	Please provide the total building area measurement in Square Feet, as measured between the exterior walls of the building(s)
Number of Units	Please indicate the number of residential units within the Permit Application if applicable
Wall Height	Please indicate the wall height in Feet and Inches
Heating Type	Please indicate the heat source for the property (e.g. forced hot air, electric, etc.)

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Exterior Wall Type	Please indicate the exterior wall finishes for the structure(s) (e.g. Brick, Veneer, Wood, Vinyl, Metal, Concrete, Masonry etc.)
Sprinkler	Please indicate if the property has a sprinkler system (YES or NO)

From Page 2 of form:

Canadian Construction Documents Committee

#24-020 Schedule of Values and Work Performed

Application Number	Permit Application Number
Contractor	Name of the Contractor/Company completing the work
Date	Permit Application Date
Work Title and Location	Title of Permit Application and associated location of work to be completed
Period Covered	The date range representing the start date and anticipated completion date of the Permit Application. Please refer to the cover letter on this request for the time period being requested.
Master Format	
Division	Prepopulated field to identify line item
Description	Prepopulated field to describe the line item.
Amount	The associated estimated cost of each work item or task. The total amount represents the payment amount due to the contractor upon completion.
Performed to Date %	The percentage (%) of work complete to date representing the progress made on each individual work activity or component

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Performed to Date Value	The Cash Value (\$) of work complete to date representing the progress made on each individual work activity or component
Previously Performed Value	The Cash Value (\$) of work completed for each line item including the total dollar amount of work that was listed as completed in previous applications/reports.
Current Period Value	Current Cash Value (\$) of the property in its current state
Balance to Complete Value	The Cash Value (\$) of work remaining until the work task is complete.
Remarks	Please provide any information that may not be covered in the above line items

Master Format - Descriptions	
General Requirements	The scope of work related to the planning, logistics, management, administration etc.
Site Work	The scope of work related to the lands for the property, including surveying, excavation, site services etc.
Concrete	The scope of work related to the use of concrete for foundations, fencing, paving, walls etc.
Masonry	The scope of work related to the use of masonry products such as brick, stone, or similar materials.
Metals	The scope of work related to the use of metals such as steel, copper etc.
Wood & Plastics	The scope of work related to the use of wood and plastics such as lumber, polyvinyl Chloride (PVC), etc.
Thermal & Moisture Protection	The scope of work related to systems that prevent the transfer of heat and moisture such as insulation and moisture barriers.

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Doors & Windows	The scope of work relating to the installation of windows and doors in the structure.
Finishes	The scope of work related to the non-structural finish elements such as paint, flooring, trim work, cabinets etc.
Specialties	The scope of work related to specialized products or materials.
Equipment	The scope of work related to the purchase and installation of equipment in the property.
Furnishings	The scope of work related to the purchase and addition of furniture in the property.
Special Construction	The scope of work related to specialized construction.
Conveying Systems	The scope of work related to the purchase and installation of mechanical conveyance systems for materials, people or products within the building.
Mechanical	The scope of work related to all mechanical systems such as heating, ventilation, and air conditioning.
Electrical	The scope of work related to all electrical systems in the property.
Other	The scope of work for any other types of work or materials not covered in the above work.
Sub Total	Please provide the totals for each of the columns in which data has been entered.