

Compliance Checklist

A practical starting point for modular projects in Canada - before production, shipping, site work, or permit submission.

Important: Building permits, certifications and regulatory approvals are project- and jurisdiction-specific. This checklist is general guidance only and does not guarantee approval, replace professional advice, or confirm compliance for any project. Always consult the applicable authority and qualified Canadian professionals.

How to use this checklist

Use it to organize early conversations with your permit authority, design team, supplier, carrier, and site contractors. Mark items as they are confirmed. Record the responsible person and due date for anything still open.

1	Project location and authority
2	Zoning and building-code pathway
3	Factory and certification documents
4	Design, site, and services
5	Shipping, delivery, and installation
6	Permit file, inspections, and handover

Project name: _____

Location: _____

Prepared by: _____ Date: _____

1. Project location and responsible authority

Project details

- ☐ Project name
- ☐ Full site address or legal land description
- ☐ Province or territory
- ☐ Municipality, regional district, First Nation, or other governing authority
- ☐ Intended use of the building
- ☐ Expected number of occupants
- ☐ Seasonal or year-round use
- ☐ Target delivery date
- ☐ Target occupancy date

Authority contacts

- ☐ Building-permit authority identified
- ☐ Planning or zoning contact identified
- ☐ Fire authority identified, when required
- ☐ Electrical authority or inspection body identified
- ☐ Plumbing or gas authority identified, when separate
- ☐ Provincial transportation authority identified
- ☐ Municipal road authority identified
- ☐ Qualified architect or engineer identified, where required

2. Zoning and building-code pathway

Land-use review

- ☐ Proposed use is permitted on the site
- ☐ Development permit requirements checked
- ☐ Setbacks confirmed
- ☐ Height and lot-coverage limits confirmed
- ☐ Parking and loading requirements checked
- ☐ Fire-department access reviewed
- ☐ Accessibility requirements identified
- ☐ Temporary-building rules checked, when applicable
- ☐ Indigenous, environmental, heritage, or other land restrictions checked

Code review

- ☐ Applicable provincial or territorial building code identified
- ☐ Applicable code edition confirmed
- ☐ Permit-date transition rules checked
- ☐ Building classification confirmed
- ☐ Major occupancy confirmed
- ☐ Part 3 or Part 9 pathway identified
- ☐ Energy-code pathway identified
- ☐ Fire-protection requirements reviewed
- ☐ Local amendments and bulletins reviewed

3. Factory and certification documents

Factory information

- ☐ Legal name of manufacturer confirmed
- ☐ Factory address confirmed
- ☐ Manufacturing experience reviewed
- ☐ Similar completed projects reviewed
- ☐ Quality-control process reviewed
- ☐ Inspection and test process reviewed
- ☐ Warranty responsibilities confirmed
- ☐ After-sales contact confirmed

Certification information

- ☐ Certification body identified
- ☐ Certification-body accreditation checked
- ☐ CSA A277 certificate received, where applicable
- ☐ Standard edition confirmed
- ☐ Factory location matches the certificate
- ☐ Proposed building type falls within the listed scope
- ☐ Module labels and serial numbers confirmed
- ☐ Certificate expiry or status checked
- ☐ In-factory inspection records requested
- ☐ Items excluded from factory certification listed in writing

4. Design, site, and services

Design documents

- ☐ Architectural drawings received
- ☐ Structural drawings received
- ☐ Structural calculations received
- ☐ Mechanical drawings received
- ☐ Electrical drawings received
- ☐ Plumbing drawings received
- ☐ Fire-safety information received
- ☐ Material and finish schedule received
- ☐ Door and window schedule received
- ☐ Equipment loads and connection points confirmed
- ☐ Drawings use Canadian units and reference applicable Canadian requirements

Site work

- ☐ Survey completed
- ☐ Geotechnical information reviewed
- ☐ Foundation design completed
- ☐ Anchoring details completed
- ☐ Snow, wind, and seismic loads confirmed
- ☐ Drainage and grading reviewed
- ☐ Water supply confirmed
- ☐ Wastewater connection or treatment confirmed
- ☐ Electrical service confirmed
- ☐ Gas or fuel requirements confirmed
- ☐ Communications service confirmed
- ☐ Site-preparation responsibilities assigned

5. Shipping, delivery, and installation

Transport planning

- ☐ Final shipping dimensions confirmed
- ☐ Final shipping weights confirmed
- ☐ Centre of gravity or lifting points documented
- ☐ Packing and weather protection reviewed
- ☐ Loading method confirmed
- ☐ Proposed carrier identified
- ☐ Over-dimensional or overweight permits checked
- ☐ Provincial route reviewed
- ☐ Municipal-road permissions reviewed
- ☐ Bridge and overhead clearances checked
- ☐ Seasonal restrictions checked
- ☐ Escort and traffic-control needs checked

Site delivery

- ☐ Delivery entrance measured
- ☐ Turning radius checked
- ☐ Ground-bearing capacity reviewed
- ☐ Crane or forklift plan prepared
- ☐ Staging area identified
- ☐ Temporary storage plan prepared
- ☐ Weather delay plan prepared
- ☐ Site safety responsibilities assigned
- ☐ Assembly sequence confirmed
- ☐ Site tools, equipment, and labour confirmed

6. Permit file, inspections, and handover

Before permit submission

- ☐ Required application forms collected
- ☐ Owner and contractor information complete
- ☐ Drawings signed and sealed where required
- ☐ Factory certificate included
- ☐ Product test reports included
- ☐ Structural calculations included
- ☐ Energy information included
- ☐ Site plan included
- ☐ Foundation drawings included
- ☐ Servicing information included
- ☐ Transportation information included when requested
- ☐ Outstanding questions recorded with an assigned owner and due date

During construction and installation

- ☐ Factory inspection records collected
- ☐ Shipping damage documented
- ☐ Receiving inspection completed
- ☐ Site modifications approved before work begins
- ☐ Foundation inspection completed
- ☐ Electrical inspection completed
- ☐ Plumbing and gas inspections completed
- ☐ Structural connections inspected
- ☐ Fire and life-safety systems tested
- ☐ Deficiencies recorded and closed

Before occupancy or use

- ☐ Final inspection completed
- ☐ Occupancy approval received where required
- ☐ As-built drawings received
- ☐ Equipment manuals received
- ☐ Warranty documents received
- ☐ Spare-parts list received
- ☐ Maintenance schedule received
- ☐ Emergency and shut-off information provided
- ☐ Client training completed
- ☐ Open items and responsible parties recorded

Notes and open questions

This checklist is a planning aid. Requirements change and may differ by province, municipality, project use, site, building type, and permit date. Confirm current requirements with the applicable authority and qualified Canadian professionals.