



Accessory Buildings for Residential Houses

(Sheds, Detached Garages, Pool Houses, Gazebos, etc.)

Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. **Incomplete applications will not be accepted.** However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the [Electronic Building Permit Application Submission and Resubmission Standards](#) for digital drawings and documentation submission requirements. Submissions that do not meet these criteria will be refused.

Pre-Approval:

Pre-Building Permit Approval Process – Contact Community Planning and Zoning – planning@burlington.ca

Permit Fees:

Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at buildingpermits@burlington.ca

Completed Forms and Documents:

- Completed Provincial Application form for a Permit to Construct or Demolish.
- Schedules completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div. C, 3.2.4. and 3.2.5. OBC).
- Plumbing Sizing form (if applicable).

Construction Documents

Maximum digital paper size is 36"x48" (914mmx1219mm): All drawings shall be to scale, dimensioned and provide sufficient information that describes the full extent of proposed work.

- Site Plan (Property Survey): Show location and dimensions of the structure in relation to existing buildings and dimensions or setbacks from property line(s).
- Plan View: Indicate length and width of structure, show all framing elements (direction, size and spacing), direction of roof slope and location of windows, doors and/or staircases.
- Elevations: Show all sides, openings (include sizes of windows and doors) and finished height of building.

- Cross Section: Show and note footing, foundation, garage floor, wall and roof construction and beams sizes over openings.
- Truss Details: Layout and drawings from the truss manufacturer sealed by a Professional Engineer.

Additional Documentation:

- Other Applicable Laws, as defined in the Ontario Building Code.
- BMEC Approvals or Minister’s Rulings for innovative materials or systems.

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington’s Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
905-335-7731