



Additional/Secondary Dwelling Units (Part 9 OBC)

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 "Application for a Permit to Construct or Demolish" Provincial application form.
- 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).
- BMEC Authorizations or Minister's Rulings with CCMC Evaluation Listings for innovative materials or systems.
- Development Charge Data Form (if applicable).
- 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 dwelling units in relation to existing buildings and dimensions or setbacks from property line(s).
- Floor Plans:

- Show each dwelling unit and common areas including room names, dimensions and areas, ceiling heights, window sizes and glass areas, door sizes and types, smoke and carbon monoxide alarms, plumbing fixtures and laundry facilities.
- Show and label all existing and proposed wall assemblies and identify vertical fire separations including fire-resistance and sound transmission rating information.
- Identify the means of egress and exiting from each dwelling unit.
- Elevations: Show and label exterior cladding, opening sizes, floor and ceiling heights. Include lintel sizes and limiting distance calculations for any elevations with enlarged or new glazed openings.
- Sections and Details: Show and label the floor/ceiling assemblies including construction details and components, existing and new structural framing elements, fire separations with fire-resistance and sound transmission rating information.
- HVAC Plans and Calculations:
 - Show distribution layout, equipment locations and specifications, supply, return and exhaust duct and opening locations, sizes and volumes, fire dampers and duct-type smoke detector location. Openings penetrating a fire-rated ceiling membrane shall be limited to the selected fire-separation design path.
 - Heating/cooling load and ventilation calculations required for new systems.
- Specifications: Where applicable, specification booklets or general notes pages.

Additional Documentation:

- Part 11 Compliance Alternatives (C.A.) with C.A. number(s) identified on the above submitted construction documents where applicable.
- Private sewage system evaluation where applicable and a separate building permit is required for any alterations.
- Other Applicable Laws, as defined in the Ontario Building Code.

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