

**BUILDING PERMIT REQUIREMENTS
 CHANGE OF USE PERMIT**

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided	Not Applicable	Outstanding	REQUIRED DOCUMENTATION:
			<p align="center">MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm)</p> <p>All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.</p> <p align="center">INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</p>
			Pre-Approvals/Documentation
			Approved Zoning Certificate including all approved drawings
			Application (One Copy)
			Completed Provincial Application 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 3.2.4. and 3.2.5. Div. C, Part 3 OBC)
			Commitment by Owner & General Review Commitment by Architect and Engineer where required
			Change of Use Report completed by design professional(s) outlining the proposed upgrades and compliance alternatives as per Part 10 and Part 11, Div B. OBC.
			Detailed Letter of Use describing the nature of the operation or business, the number of employees and processes and materials or chemicals used or stored and the method of storage.
			Building Design Statement completed by design professional(s)
			Ashrae 90.1 compliance forms, where applicable
			Ministers Ruling or BMEC Approvals for innovative materials or systems
			Permit Fees
			Permit Fee as per the service index for the classification of the work proposed and the floor area in m ² of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
			Construction Drawings (Two Complete Sets) - Architectural, structural, HVAC, plumbing
			Site Plan (Property Survey)
			Floor Plans
			Foundation, framing and roof plans
			Building elevations
			Building Cross section
			Door & hardware schedule
			Wall sections and/or details
			Mechanical Plans (plumbing & HVAC), stamped by Professional Engineer
			Electrical Plans (general lighting, emergency/exit lighting, and fire alarm system), stamped by a Professional Engineer
			Automatic sprinkler and standpipe drawings where applicable, stamped by a Professional Engineer
			Specifications, where applicable
			Additional Documentation
			Private sewage system evaluation where applicable - separate permit required
			Record of Site Conditions (MOE) approval
			Other Applicable Law

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

1. Outstanding balance of permit fees and/or development charges are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
2. 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 owner of the property or the applicant.

Other Contacts

City of Burlington, Planning & Building Department - Planning/Zoning Division	(905) 335-7642
Electrical Safety Authority (<i>Electrical Permits and Inspections</i>)	1(877) 372-7233
Halton Region Public Works ----- Bernard Duddeck	(905) 825-6031
Halton Region Health Unit	(905) 825-6060
Ministry of Environment and Energy ----- Brad Ross	(416) 440-3718
For air discharge equipment - spray paint operations, etc.	(905) 825-6031
Ministry of Labour (As required by Ministry)	(905) 263-6906