

**BUILDING PERMIT REQUIREMENTS
 SINGLE DETACHED, SEMI-DETACHED DWELLINGS, AND TOWNHOUSES**

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 Grading Certificate , lot grading, drainage and servicing plan.
	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 Div.C, 3.2.4 and Div.C, 3.2.5 OBC)
	Ministers Ruling or BMEC Approvals with CCMC for innovative materials or systems
	Permit Fees
	Permit Fee is required as a deposit at time of application. Fee is based on the Permit Fee Schedule (refer to Building By-Law 66-2019). <i>Note: Other charges (i.e.. development charges) may be applicable and are payable upon permit issuance</i>
	Construction Drawings (Two Complete Sets) - Architectural, structural, HVAC, plumbing
	Site Plan (Property Survey) - Show Location and dimensions of the proposed dwelling(s) in relation to existing buildings and dimensions or set backs from property line.
	Plan View - Show all dimensions, room names and indicate size and spacing of all framing elements on floor foundation and floor plans.
	Elevations - Illustrate and label all exterior finishes (i.e. brick, stucco, siding etc.) indicate and dimension all openings and provide a lintel schedule.
	Section - Indicate footing, foundation, floor, wall and roof construction
	Construction details and specifications
	Duct design & layout and heat loss/gain calculations as supplied by the heating contractor
	Floor System (I-joists) design details and layout sealed by a Professional Engineer.
	Roof Truss design details and layout sealed by a Professional Engineer.
	Additional Documentation
	Energy Efficiency Design Summary - Prescriptive or Performance Method (Part 9 Residential)
	Septic System Design complete with a Septic Confirmation letter from Engineer or Septic Designer (if applicable). Please note that a separate application is required for Septic Systems.
	Regional Connection Permit obtained from Halton Region Public Works.
	Sizing of Water Service Pipe Form City of Burlington
	Builders may use the "House Plan File" system. Drawings are kept on file for repeat applications. Provide building permit application form, zoning certificates, schedules and fees for each lot
	Private sewage system evaluation where applicable - separate permit required
	Deed to property if subject lands were created by severance (land division)
	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

Burlington Hydro Inc. (BHI) (<i>distribution line locates</i>)	(905) 332-2250
City of Burlington, Committee of Adjustment	(905) 335-7642
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 Health Unit	(905) 825-6060
Halton Region Public Works	(905) 825-6000
Ontario One Call (<i>Call before you dig - Includes 360 Networks: Bell Canada, Cogeco Cable, Hydro One, Imperial Oil, Trans Canada Pipelines, Union Gas etc.</i>)	1 (800) 400-2255
Regional Assessment Office	(905) 270-8050
Ministers Ruling	www.obc.mah.gov.on.ca/Page66.aspx
BMEC (Building Materials Evaluation Commission) Approvals	www.obc.mah.gov.on.ca/Page50.aspx
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html