

**BUILDING PERMIT REQUIREMENTS**  
**SOLAR ELECTRIC PANELS (Photovoltaic)**  
**or SOLAR THERMAL PANELS (domestic hot water heating)**

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.

**Incomplete applications will not be accepted for processing.** If during our review we determine that the application is incomplete you will be notified and the application may be cancelled and fees returned less the cost of our review and administration costs.

Provided Not Applicable Outstanding	<b>REQUIRED DOCUMENTATION:</b> MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b>
	<b>Application (One Copy)</b> Completed Provincial <b>Application</b> for a Permit to Construct or Demolish <b>Schedules</b> 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) Commitment by Owner & <b>General Review Commitment</b> by Architect and Engineer where required
	<b>Permit Fees</b> <b>Permit Fee</b> as per the service index for the classification of the work proposed and the floor area Refer to Building By-Law 66-2019 for Fee Schedule.
	<b>Construction Drawings (Two Complete Sets)</b> <b>Site Plan</b> (Property Survey) - showing all buildings and structures on the property and setbacks to the property lines <b>Architectural</b> - roof plan and elevation showing the placement of the solar panels, flashing details <b>Structural Engineered</b> roof plan, section and detail of the solar panels connections to the roof including solar panel loading. <b>Mechanical</b> schematic and specifications of the mechanical system, including backflow preventer, if installing solar thermal panels for domestic water heating. Complying with current O.B.C. and applicable CSA Standards such as CAN/CSA - F379.1-88, CAN/CSA - F383-87 and CAN/CSA - B64. (Not Required if Photovoltaic)
	<b>Additional Documentation</b> <b>Final Certification</b> from a Structural Engineer and qualified solar domestic hot water system installer or Mechanical Engineer. Backflow Preventer Testing and Inspection Report.
	<b>Other Applicable Law</b>
	<b>Other Requirements</b> <b>OBC Division B Part 4</b> applies to a solar collector that is mounted on a building and has a face area equal to or greater than 5m <sup>2</sup>

**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 Health Unit	(905) 825-6060