



Change of Use

(With construction)

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:

- Zoning Clearance Certificate – 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.
- General Review Commitment form completed and signed by the Owner and Architect and/or Professional Engineer.
- Change of Use summary completed and signed by design professional(s) outlining the reduction(s) in performance, proposed upgrades and compliance alternatives as per OBC, Div. B, Part 10 and 11.
- Letter of Use completed and signed by the owner or tenant describing the nature of the business or operation, the number of employees and processes, materials or chemicals used or stored and the method of storage.
- Ontario Building Code Data Matrix completed and sealed by the design professional(s).
- Applicable BMEC Authorizations or Minister's Rulings with CCMC Evaluation Listings for innovative materials or systems.
- Development Charge Data 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: Show property lines, location of proposed construction, fire route design, fire department connections and fire hydrants.
- Architectural Plans:
 - Foundation, floor, reflected ceiling and roof plans for each level, showing proposed uses of spaces, plumbing fixtures, exterior and interior wall assemblies, fire separations, and associated construction and barrier free design details.
 - Building elevations with limiting distance calculations, cross sections, wall sections and details.
 - Stair, ramp, guard, and handrail details. Door, hardware and window schedules and details.
- Structural Plans:
 - Details, plans and sections including design criteria and specifications.
 - Installation/connection details for suspended and roof mounted equipment including weight(s).
- Mechanical Plans:
 - HVAC plans showing distribution systems, equipment locations and specifications, duct sizes and volumes, dampers, and seismic restraint. Heating/cooling load and outdoor air calculations.
 - Plumbing plans showing fixture and equipment locations and specifications, piping/fitting materials, layouts, sizes, and slopes and seismic restraint.
- Electrical Plans: Plans and specifications showing general lighting, emergency lighting, exit signage, fire alarm system, hold open devices and maglocks.
- Fire Protection System Plans:
 - Automatic sprinkler and standpipe system design, layout, and seismic restraint.
 - Hydraulic calculations and data sheets.
- Integrated Testing Plan: Prepared by the Integrated Testing Coordinator (Professional Engineer) where two or more fire protection and life safety systems will be installed.
- Specifications: Where applicable, specification booklets or general notes pages.

Additional Documentation:

- A separate permit is required for external plumbing/site servicing work where applicable. Refer to the Building Permit Requirements – Site Servicing document for submission requirements.
- Private sewage system evaluation where applicable – A separate permit is required for sewage system alterations.

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