



Addition/New Single Detached, Semi-Detached Dwellings and Townhouses

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
- Service Connection Permit for public water and sewer connections – Contact Region of Halton – pwpermits@halton.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 (Plans to show designer information as per conditions set in Div. C, 3.2.4. and 3.2.5. OBC).
- Energy Efficiency Design Summary – Prescriptive or Performance Method (Part 9 Residential).
- 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 proposed dwelling(s) in relation to existing buildings and dimensions or setbacks from property line(s).
 - Show the location of water, sanitary and storm services where proposed.
- Floor Plans: Show all dimensions, room names, size, spacing and direction of all framing elements at each level and other structural information.
- Elevations: Show and label all exterior finishes, identify, and dimension all openings, lintel sizes, floor and ceiling heights and limiting distance calculations.
- Sections and Details: Show the footing, foundation, floor, roof, and wall construction.
- Floor System Layout (I-Joists): Drawings and details from manufacturer sealed by a Professional Engineer.
- Roof Truss Layout: Drawings and details from manufacturer sealed by a Professional Engineer.
- HVAC Plans and Calculations: Show distribution systems, equipment locations and specifications, duct sizes and volumes. Heating/cooling load and ventilation calculations.
- Specifications: Where applicable, specification booklets or general notes pages.

Additional Documentation:

- Private sewage system evaluation where applicable – A separate building permit is required for sewage systems.
- Transfer of deed to property if subject lands were created by severance (land division).
- Other Applicable Laws, as defined in the Ontario Building Code.
- Grading and Drainage Clearance Certificate – Contact Site Engineering - engineering@burlington.ca

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