



## Residential Housing Interior Renovations

### 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](mailto:planning@burlington.ca)

### Permit Fees:

- Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at [buildingpermits@burlington.ca](mailto:buildingpermits@burlington.ca)

### Completed Forms and Documents:

- Completed "Application for a Permit to Construct or Demolish" Provincial application form.
- 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).
- BMEC Authorizations or Minister's Rulings with CCMC Evaluation Listings for innovative materials or systems.
- 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.

- Floor Plans: Show all dimensions, room names, size, spacing and direction of all framing elements at each level and other structural information (beams, columns, etc.)
- Elevations: (if Applicable)
  - Not required if all work is within the building envelope and no new openings are proposed in any exterior wall(s).
  - If required, 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.
- HVAC Plans and Calculations: (If Applicable) Show distribution systems, equipment locations and specifications, duct sizes and volumes. Heating/cooling load and ventilation calculations.

**Additional Documentation:**

- Private sewage system evaluation where applicable and a separate building permit is required for any alterations.
- Other Applicable Laws, as defined in the Ontario Building Code.

**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](mailto:buildingpermits@burlington.ca)  
905-335-7731