



## Site Servicing

### 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:

- Site Servicing approval including approved drawings – Contact Engineering Services, Development Engineering Section
- Services Connection Permit including approved drawings – Contact Region of Halton – [pwpermits@halton.ca](mailto:pwpermits@halton.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.
- General Review Commitment form completed and signed by the Owner and Architect and/or Professional Engineer.

### 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 Servicing Plans:
  - Locations of property lines, easements, buildings, utilities, hard surfaces (roads, parking lots, walkways, etc.) landscape areas and fire hydrants.
  - Sanitary, storm, water service and fire service main pipe elevations, lengths, locations, sizes and slopes.
  - Cleanout, catch basin and manhole locations, sizes, pipe elevations and Ontario Provincial Standard Drawing (OPSD) references.

Cross Sections and Details:

- Section details at sanitary, storm and water service pipe crossings showing the required horizontal and vertical separation distances.
- Pipe frost protection details including OPSD references.

General Notes: Specifications on pipe/fitting materials, bedding and backfill materials/compaction methods, cathodic protection, OPSD references, thrust restraint, tracer wire, etc.

**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)  
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