



Solar Electric Panels (Photovoltaic) or Solar Thermal Panels (Domestic Hot Water Heating)

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.

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 "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).
- Commitment to General Review form completed and signed by the Owner and Architect and/or Professional Engineer, where required.

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 buildings, ground-mounted solar arrays, and setbacks from property line(s).
- Architectural Plans: Roof plan and elevations showing placement of solar panels and flashing details.
- Structural Plans and Documentation:
 - Roof plan, sections and details showing solar panel connections to the roof, panel loading, design criteria and specifications sealed by a Professional Engineer.
 - Structural assessment of the existing roof assembly sealed by a Professional Engineer.

- Mechanical Schematics and Specifications: (If Applicable) Show connections to the plumbing system and backflow prevention (not required if photovoltaic panels).

Additional Documentation:

- 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
905-335-7731