



## Tiny House – Permit to Install (Div. C, 1.11.1.2.(1)-(4) OBC)

### 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).
- Completed "Tiny House – Transfer Form for Permit to Install" form confirming the approved documents under the permit to partially construct is submitted.
- Completed "Tiny House – Letter of Compliance" form completed by the originating Chief Building Official in the municipality where the tiny house was partially constructed (i.e., pre-fabricated).

### 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 location and dimensions of the structure in relation to existing buildings and dimensions or setbacks to property line(s).
  - Identify easements, sewage systems, and above ground electrical conductors.

- Foundation Plan & Cross-Sections: Show the overall footing/foundation plan and include wall cross-section details including size of footings and foundations and anchorage details for the attachment of the pre-fabricated tiny house.
- HVAC Equipment:
  - Show location of exterior equipment (if any) including specifications, sizes and volumes.
- Site Servicing Connections:
  - Show location and dimension of site plumbing, water and sewer service lines and connections.
- Specifications: Where applicable, specification booklets or general notes pages.

**Additional Documentation:**

- BMEC Approvals for Minister’s Rulings for innovative materials or systems.

**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