



Tiny House – Permit to Partially Construct (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.

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).
- Completed "Tiny House - Declaration of Assumptions" form. Outlines the location-dependent, minimum design criteria where an install location has not been determined.

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 Plan:
 - Indicate length and width of structure, show all framing elements (direction, size and spacing), direction of roof slope and location of windows, doors and/or staircases.
 - Show common areas including room names, dimensions and areas, ceiling heights, window sizes and glass areas, door sizes and types, smoke and carbon monoxide alarms, plumbing fixtures and laundry facilities.
- Elevations: Show all sides, including all proposed openings and finished height of building.
- Sections and Details: Show and label the wall, floor and roof construction and framing sizes over doors/windows.
- HVAC Plans and Calculations:

- Show distribution layout, equipment locations and specifications, supply, return and exhaust duct and opening locations, sizes and volumes.
 - Heating/cooling load and ventilation calculations required for new systems.
- 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
905-335-7731