



CONSOLIDATED PRE-BUILDING PERMIT APPLICATION FOR DETACHED, DUPLEX OR SEMI-DETACHED DWELLINGS

(Zoning, Grading and Drainage, and Forestry Review)

Site Address:	
Detailed Project Description: (describe what you are building and which yard it is located in, e.g., front yard, side yard, etc.)	
Committee of Adjustment File Number: (if applicable)	540-02- _____ OR 545-02- _____

Scope of Work (check all that apply)	
<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Accessory Building or Structure
<input type="checkbox"/> Addition to dwelling	<input type="checkbox"/> Roofed over patio or deck
<input type="checkbox"/> Internal or external renovation	<input type="checkbox"/> Uncovered deck
<input type="checkbox"/> Accessory Dwelling Unit	<input type="checkbox"/> Other: _____

Applicant Information: Note that the City will only communicate with the applicant	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____	
Name:	Phone #:
Company Name (if applicable):	
Mailing Address:	
City:	Province: Postal Code:
Email:	

Property Owner: If different from above – provide at least one owner’s info	
Name:	Phone #:
Mailing Address:	
City:	Province: Postal Code:
Email:	

BEFORE YOU APPLY

Is approval from other agencies required?

Be advised: Applicants must **contact outside agencies directly** to determine whether approvals are required. If outside agency approval is required, then it must be included as part of a complete submission to the City.

Conservation Halton (CH) approval	
Ministry of Transportation (MTO) approval	
Niagara Escarpment Commission (NEC) approval	
Pipeline approval (ex. TransCanada, Trans-Northern, Enbridge)	
Burlington Hydro approval	
Other: _____	

Is a Legal Survey required?

An application involving exterior work must be accompanied by:

A legible, legal property survey; OR

A Grading and Drainage Plan stamped by an Ontario Land Surveyor (OLS) or Professional Engineer.

An application which does not involve exterior work does not require a survey.

What documents do I need to apply?

A complete application may require various technical documents including but not limited to:

- Architectural Floor Plans and Elevations
- Site Plan
- Arborist Report
- Tree Protection Plan
- Grading and Drainage Plan

Review the checklists on Page 3 to determine your complete list of required documents.

Property Owners are encouraged to hire a professional to prepare the required documents and help navigate the application process.

DOCUMENT CHECKLIST – IS MY SUBMISSION COMPLETE?

CLICK HERE for Zoning Checklist & FAQ

CLICK HERE for Grading and Drainage Checklist & FAQ

CLICK HERE for Forestry Checklist & FAQ

Complete Checklist of Documents for Submission	Select
Applicable Zoning Checklist, completed in full (required)	
Pages 1-2 of the Grading and Drainage Checklist, completed in full (required)	
Pages 1-3 of the Forestry Checklist, completed in full (required)	
Architectural floor plans and elevations, scaled and in metric (required)	
Site plan showing the proposed work and all setbacks, scaled and in metric	
Legal Survey (required for exterior work)	
Other agency sign offs	
Arborist Report	
Tree Protection Plan	
Tree Inventory Table	
Grading and Drainage Plan	
Stormwater Management Brief	
Geotechnical Investigation	
Attach all of the “YES” items with your submission. If you are unsure of your submission requirements, please contact planning@burlington.ca	

DECLARATION OF APPLICANT:

I, _____, certify that:
(Print name)

- 1. The information contained in this application, attached documents, plans and specifications, and any other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

(Signature of Applicant)

(Date)

Property Owner Authorization (required if Applicant is not the Property Owner)	
<p>I / We _____, (Print name)</p> <p>being the registered Property Owner(s) of the subject lands hereby authorize</p> <p>_____ (Print name)</p> <p>to prepare and submit this Consolidated Pre-Building Permit Application (Zoning, Grading and Drainage, and Forestry Review), and to act on my/our behalf as the authorized Applicant.</p>	
<p>_____ (Signature of Property Owner)</p>	<p>_____ (Date)</p>

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, to process Zoning Clearance Certificate applications, Grading and Drainage Clearance Certificate applications and Tree Permit applications. Questions regarding the collection of this information may be addressed to the Manager of Development Planning, Community Planning.

SUBMISSION STANDARDS / DIGITAL SUBMISSION PROCESS

CLICK HERE TO APPLY

The City of Burlington is not currently accepting hard copy submissions for Consolidated Pre-Building Permit Review.

Email subject line must state: **“New PBP application_applicant name_property address”**

All documents must be submitted in PDF format.

All documents must be attached to a single email when possible. Links to filesharing sites are not accepted.

Do **not** separate drawing packages into individual pages. Architectural drawing packages (ex. floor plans, elevations, sections) should be combined into a single document.

Common Document Naming Standards (as applicable)	
Document Type:	Abbreviation:
Application form	APP PBP
Checklist	CHK
Legal OLS survey	SVY
Site plan	SP
Grading and drainage plan	GDPL
Drawing Package	DWG
Arborist report	ARB
Tree protection plan	ARB TPP
Committee of Adjustment decision	COA DEC
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO
For any other documents not indicated above, please name documents plainly so that the contents are clear. Do not use obscure abbreviations or file numbers.	