

**BUILDING PERMIT REQUIREMENTS**  
**ACCESSORY BUILDINGS FOR RESIDENTIAL HOUSES**

(Sheds, Detached Garages, Pool Houses, Gazebos etc.)

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided	Not Applicable	Outstanding	<b>REQUIRED DOCUMENTATION:</b>
			<p align="center">MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm)</p> <p>All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.</p> <p align="center"><b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b></p>
			<b>Pre-Approvals/Documentation</b>
			Approved <b>Zoning Certificate</b> including all approved drawings
			Approved <b>Grading Certificate</b> including all approved drawings
			<b>Application (One Copy)</b>
			Completed Provincial <b>Application</b> for a Permit to Construct or Demolish
			If Accessory Building exceeds 55m <sup>2</sup> in building area : <b>Schedules</b> 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 Div.C, 3.2.5 OBC)
			<b>Permit Fees</b>
			<b>Permit Fee</b> as per the service index for the classification of the work proposed and the floor area. Refer to Building By-Law 66-2019 for Fee Schedule.
			<b>Construction Drawings (Two Complete Sets)</b>
			<b>Site Plan</b> (Property Survey) - Show Location and dimensions of the structure in relation to existing buildings and dimensions or set backs from property line.
			<b>Plan View</b> - Indicate length and width of structure showing all framing elements (size and Show direction of roof slope.
			<b>Elevations</b> - Showing all sides, openings (include sizes of windows and doors), finished grade
			<b>Cross Section</b> - Indicating footing, foundation, garage floor construction, wall construction, roof construction, beam sizes for carports and garage door openings.
			<b>Truss Details</b> - Provide Engineer stamped truss details from the Manufacturer, if applicable.
			<b>Additional Documentation</b>
			<b>Other Applicable Law</b>
			<b>Ministers Ruling</b> or <b>BMEC Approvals</b> for innovative materials or systems.
			<b>Other Requirements</b>
			<b>Energy Efficiency Design Summary</b> (Part 9 Residential) if accessory building will be heated.

**Building Permit Issuance**

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit 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 owner of the property or the

**Other Contacts**

Burlington Hydro Inc. (BHI) ( <i>distribution line locates</i> )	(905) 332-2250
City of Burlington, Planning & Building Department - <b>Planning &amp; Zoning Division</b>	(905) 335-7642
City of Burlington, Committee of Adjustment	(905) 335-7642
Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )	1(877) 372-7233
Ontario One Call ( <i>Call before you dig - Includes 360 Networks: Bell Canada, Cogeco Cable, Hydro One, Imperial Oil, Trans Canada Pipelines, Union Gas etc.</i> )	1 (800) 400-2255
Ministers Ruling	<a href="http://www.obc.mah.gov.on.ca/Page66.aspx">www.obc.mah.gov.on.ca/Page66.aspx</a>
BMEC (Building Materials Evaluation Commission) Approvals	<a href="http://www.obc.mah.gov.on.ca/Page50.aspx">www.obc.mah.gov.on.ca/Page50.aspx</a>
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	<a href="http://www.nrc-cnrc.gc.ca/eng/solutions/advisory/ccmc_index.html">http://www.nrc-cnrc.gc.ca/eng/solutions/advisory/ccmc_index.html</a>