

**BUILDING PERMIT REQUIREMENTS
 RACK STORAGE SYSTEMS AND SHELF AND RACK STORAGE SYSTEMS
 TO COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL OCCUPANCIES**

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	REQUIRED DOCUMENTATION:
			<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">INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</p>
			Pre-Approvals/Documentation
			Approved Zoning Certificate including all approved drawings
			Application (One Copy)
			Completed Provincial Application for a Permit to Construct or Demolish
			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 Div.C, 3.2.5 OBC)
			Commitment by Owner & General Review Commitment by Architect and Engineer where required
			Letter of Use describing the nature of the business, the number of employees. Materials stored & the method of storage.
			Building Use & Occupancy Information -- Ontario Fire Code.
			Building Design Statement completed by design professional(s)
			Ministers Ruling or BMEC Approvals for innovative materials or systems
			Permit Fees
			Permit Fee as per the service index for the classification of the work proposed and the floor area in m ² of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
			Construction Drawings (Two Complete Sets) - Architectural, Structural, Electrical, Life Safety
			Architectural Plans -
			Provide detailed Sealed Architectural floor plans and letter to show compliance with O.B.C. Div. B, Part 3.16
			Structural Plans -
			Provide cross section through racking system showing height
			Provide connection details to floor slab including base plate thickness
			Provide a letter or general notes on drawings stating that base slab has sufficient structural capacity to resist all loads
			Sprinkler -
			Provide sprinkler layout, elevations and details in conformance with NFPA 13 (OBC Div. B, Part 3, 3.16.)
			Hydraulic Calculations for in-rack sprinklers or a letter from the Engineer confirming what the existing system is, protection what its protection capabilities are, and confirmation it will protect the new storage
			Owners Information Certificate as per NFPA 13, 4.3
			Seismic Restraint - Drawings & Calcs for seismic restraint (if required)
			Additional Approvals - (required where applicable)
			City of Burlington, Planning/Zoning Department (905) 335-7642
			Electrical Safety Authority (<i>Electrical Permits and Inspections</i>) 1(877) 372-7233
			Other Requirements

Building Permit Issuance

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

1. Outstanding balance of permit fees and/or development charges 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. 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 owner of the property or the applicant.