

**BUILDING PERMIT REQUIREMENTS  
 UNIT FINISH OR INTERIOR ALTERATION  
 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	<b>REQUIRED DOCUMENTATION:</b>
			<p align="center"><b>MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm)</b></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 Zoning Certificate including all approved drawings
			<b>Application (One Copy)</b>
			Completed Provincial <b>Application</b> for a Permit to Construct or Demolish
			<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)
			Commitment by Owner & <b>General Review Commitment</b> by Architect and Engineer where required
			<b>Letter of Use</b> describing the nature of the business, the number of employees. Materials stored & the method of storage.
			<b>Building Use &amp; Occupancy Information</b> -- Ontario Fire Code.
			<b>Building Design Statement</b> completed by design professional(s)
			<b>Ministers Ruling</b> or <b>BMEC Approvals</b> for innovative materials or systems
			<b>Permit Fees</b>
			Permit Fee as per the service index for the classification of the work proposed and the floor area in m <sup>2</sup> of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
			<b>Construction Drawings (Two Complete Sets)</b> - Architectural, structural, HVAC, plumbing
			<b>Key Plan</b> - Indicate the suite, unit or project area in relation to the rest of the building Provide the use or occupancy of adjacent units
			<b>Architectural Plans - Existing Floor Plan, Demolition Plan and Proposed Floor Plan</b> - clearly indicating the scope of work Provide detailed wall type legends indicating existing walls to remain, walls to be demolished and proposed wall construction Provide construction details and fire resistance rating for existing and proposed demising walls Provide dimensions and room names on floor plans for all existing and proposed rooms and spaces Provide detailed door and hardware schedule and details relating to barrier free design
			<b>Structural Plans</b> - Providing design criteria, construction details & specifications for all proposed structural modifications
			<b>Mechanical Plans</b> (plumbing & HVAC), stamped by Professional Engineer
			<b>HVAC</b> - Provide distribution system plan including unit location and specification, duct sizes and volume, damper and fire stop flap locations. Load Calculations.
			<b>Plumbing</b> - Indicate existing and proposed fixtures. Where new fixtures are proposed provide a sanitary drain layout & pipe size.
			<b>Sprinkler</b> - Provide sprinkler layout (and hydraulic calculations where applicable) in conformance with NFPA 13 (or provide letter of intent for sprinkler and/or standpipe system). <i>(For fire and sprinkler systems - please submit two complete sets of working drawings)</i>
			<b>Electrical</b> - Show the location of all required exit signs and emergency lights Where a fire alarm system is required provide fire alarm drawings conforming to CAN/ULC-S524-M, (or provide letter of intent for Fire Alarm Installation) Mag locks & hold open devices require submission of technical information on devices & tie into fire alarm system.
			<b>Seismic Restraint</b> - Drawings & Calcs for seismic restraint for Mechanical systems (HVAC/ Plumbing)
			<b>Commercial cooking facilities</b> must be equipped with an exhaust system designed in compliance with NFPA 96, (or provide letter of intent for Commercial Kitchen Exhaust Hood or Fire Suppression System) <i>(For Exhaust Hood or Fire Suppression systems - please submit two complete sets of working drawings)</i>
			<b>Restaurants</b> must be provided with a climate controlled garbage facility within the building or unit.
			<b>Additional Documentation</b>
			Private sewage system evaluation where applicable - separate permit required
			Other Applicable Law
			<b>Additional Approvals</b> - (required where applicable)
			City of Burlington, Planning/Zoning Department (905) 335-7642
			X-ray Facilities - provide a copy of plans approved by <b>Ministry of Health</b> (905) 825-6000
			Veterinary Clinics provide a copy of plans approved by <b>Ministry of Labour</b> (905) 577-6221
			Restaurants (and where food is processed/manufactured, etc.) <b>Halton Region Health Unit</b> (905) 825-6000
			Air Discharge Equipment (spray paint operations, etc.) contact <b>Ministry of Environment and Energy</b> Brad Ross (416) 314-8225
			Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> ) 1(877) 372-7233
			Sanitary Sewer and water permit contact <b>Halton Region Public Works</b> Bernd Duddeck (905) 825-6031
			<b>Other Requirements</b>

**Building Permit Issuance**

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

- 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.
- 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.