

**BUILDING PERMIT REQUIREMENTS  
 NEW INDUSTRIAL, COMMERCIAL OR INSTITUTIONAL PROJECTS  
 OR HIGH-RISE RESIDENTIAL BUILDINGS**

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.

**Incomplete applications will not be accepted for processing.** If during our review we determine that the application is incomplete you will be notified and the application may be cancelled and fees returned less the cost of our review and administration costs.

Provided	Not Applicable	Outstanding	<b>REQUIRED DOCUMENTATION:</b> MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b>
			<b>Pre-Approvals/Documentation</b> Approved <b>Zoning Certificate</b> 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 Detailed <b>Letter of Use</b> describing the nature of the operation or business, the number of employees and processes and materials or chemicals used or stored and the method of storage.
			<b>Building Design Statement</b> completed by design professional(s)
			<b>Soil engineer's report</b>
			<b>Ashrae 90.1</b> compliance forms, where applicable
			<b>Ministers Ruling</b> or <b>BMEC</b> Approvals for innovative materials or systems
			<b>Permit Fees</b> <b>Permit Fee</b> 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>Site Plan</b> (Property Survey) <b>Floor Plans</b> <b>Foundation, framing and roof plans</b> <b>Building elevations</b> <b>Building Cross section</b> <b>Door &amp; hardware schedule</b> <b>Wall sections and/or details</b> <b>Mechanical Plans</b> (plumbing & HVAC) inc.seismic restraint, stamped by Professional Engineer <b>Electrical Plans</b> (general lighting, emergency/exit lighting, and fire alarm system), stamped by a Professional Engineer <b>Seismic Restraint</b> - Drawings & Calcs for seismic restraint for Mechanical systems (HVAC/ Plumbing) <b>Automatic sprinkler</b> and <b>standpipe</b> drawings including sway bracing & seismic restraint where applicable, stamped by a Professional Engineer Specifications, where applicable
			<b>Additional Documentation</b> <b>Private sewage system</b> evaluation where applicable - separate permit required

**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.

**Other Contacts**

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|---|------------------|
| Burlington Hydro Inc. (BHI) ( <i>distribution line locates</i> )  | (905) 332-2250   |
| City of Burlington, Planning & Building Department - Planning/Zoning Division   | (905) 335-7642   |
| Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )   | 1(877) 372-7233  |
| Halton Region Health Unit   | (905) 825-6060   |
| Ministry of Environment and Energy ----- Brad Ross  | (416) 440-3718   |
| For air discharge equipment - spray paint operations, etc.  | (905) 825-6031   |
| Halton Region Public Works ----- Bernard Duddeck  | (905) 825-6031   |
| Ministry of Labour (As required by Ministry)  | (905) 263-6906   |
| 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 |