

**BUILDING PERMIT REQUIREMENTS  
 RESIDENTIAL ADDITIONS**

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> 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. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
	<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 <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 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> <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 lines. <b>Plan View</b> - Foundation plan, main and second floor plans etc. indicating all dimensions and materials. Length and width, showing all framing elements. Provide structural information material, size and spacing for floors, walls and roof. <b>Elevations</b> - Showing all sides, openings (include sizes of windows/doors and building height), and finished grade. <b>Cross Section</b> - Indicating footing, foundation, floor/wall/roof construction, beam sizes and joist size and spacing. <b>Details</b> - Showing method of attachment to house. Type of cladding. Truss design and layout. HVAC design. Septic confirmation letter from Engineer. <b>Duct design &amp; layout</b> and heat <b>loss/gain calculations</b> as supplied by the heating contractor. <b>Floor System</b> (I-joists) details and layout stamped by Engineer <b>Roof truss design details</b> and layout stamped by Engineer (if applicable). <b>Septic System Design</b> complete with a Septic Confirmation letter from Engineer or Septic (if applicable). Please note that a separate application is required for Septic Systems.
	<b>Additional Documentation</b> <b>Energy Efficiency Design Summary - Prescriptive or Performance</b> (Part 9 Residential) Private <b>sewage system evaluation</b> where applicable - separate permit required <b>Other Applicable Law</b> <b>Ministers Ruling or BMEC Approvals</b> for innovative materials or systems.
	<b>Other Requirements</b>

**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 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 applicant.

**Other Contacts**

Burlington Hydro Inc. (BHI) ( <i>distribution line locates</i> )	(905) 332-2250
City of Burlington, Committee of Adjustment	(905) 335-7642
City of Burlington, Planning & Building Department - Planning/Zoning Division	(905) 335-7642
Conservation Authority Halton Region	(905) 336-1158
Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )	1(877) 372-7233
Halton Region Health Unit	(905) 825-6000
Halton Region Public Works	(905) 825-6000
Ministry of Transportation & Communications	(905) 637-6525
Niagara Escarpment Commission	(905) 877-5191
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
Parkway Belt Regulation	(416) 585-6053
Regional Assessment Office	1(866) 296-6722
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://irc.nrc-cnrc.gc.ca/ccmc/index_e.html">http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html</a>