

**BUILDING PERMIT REQUIREMENTS
 RESIDENTIAL INTERIOR RENOVATIONS**

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: 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
	Pre-Approvals/Documentation Approved Zoning Certificate including all approved drawings (if determined by a Permit Technologist to be required).
	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)
	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) Plan View - 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 and walls. Elevations - Are not required IF all work is to be within the building envelope AND no new openings are to be installed in any exterior walls. Cross Section - Indicating footing, foundation, floor/wall/roof construction, beam sizes and joist size and spacing. HVAC Duct design & layout and heat loss/gain calculations as supplied by the heating contractor (if applicable). Septic System Design complete with a Septic Confirmation letter from Engineer or Septic Designer (if applicable). Please note that a separate application is required for Septic Systems.
	Additional Documentation Energy Efficiency Design Summary - Prescriptive or Performance Method (Part 9 Residential) Private sewage system evaluation where applicable - separate permit required Other Applicable Law Ministers Ruling or BMEC Approvals for innovative materials or systems.

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

City of Burlington, Committee of Adjustment	(905) 335-7642
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
Regional Assessment Office	1(866) 296-6722
Ministers Ruling	www.obc.mah.gov.on.ca/Page66.aspx
BMEC (Building Materials Evaluation Commission) Approvals	www.obc.mah.gov.on.ca/Page50.aspx
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html