

**BUILDING PERMIT REQUIREMENTS  
 SITE SERVICING**

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>
	<b>Site Servicing Approval</b> from the Department of City Building - Capital Works Section including approved drawings.
	<b>Services Connection Permit</b> from the Region of Halton including approved drawings.
	<b>Application (One Copy)</b>
	Completed Provincial <b>Application</b> for a Permit to Construct or Demolish
	Commitment by Owner & <b>General Review Commitment</b> by Professional Engineer where required
	<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 Servicing Drawings</b> sealed by a Professional Engineer including: Locations of property lines, easements, buildings, utilities, hard surfaces (roads, parking lots, walkways, etc.), landscape areas and fire hydrants. Sanitary, storm, water service and fire service main pipe elevations, lengths, locations, sizes and slopes. Cleanout, catchbasin and manhole locations, sizes, pipe elevations and Ontario Provincial Standard Drawing (OPSD) references. Pipe elevations at sanitary, storm and water service pipe crossings.
	<b>Cross Sections and Details</b> sealed by a Professional Engineer including: Section details at sanitary, storm and water service pipe crossings showing the required horizontal and vertical separation distances. Pipe frost protection details including OPSD references.
	<b>General Notes</b> sealed by a Professional Engineer including: Specifications on pipe/fitting materials, bedding and backfill materials/methods, cathodic protection, OPSD references, thrust restraint, tracer wire, etc.

**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**

Burlington Hydro Inc.	(905) 332-2250
Department of City Building - Capital Works Section	(905) 335-7642
Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )	1(877) 372-7233
Ministry of Environment and Climate Change - Halton District	(905) 319-3847
Halton Region	(905) 825-6000
Ministry of Labour (As required by Ministry)	1(877) 202-0008
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