ZONING CERTIFICATE REQUIREMENTS
Industrial / Commercial / Institutional

A. Zoning Certificate is required for the following work types:

- Renovations
- Business Licenses
- Change of Use
- Includes all work requiring a building permit but not related to a Site Plan Application

B. Requirements for all applications:

- Zoning Clearance E-Form (https://www.burlington.ca/en/planning-and-development/zoning-clearance-certificates.aspx)

- Site Plan showing the location of the unit within the building.

- Detailed floor plan, in metric, accurate and drawn to scale, of the proposed layout. Plans to be prepared by a qualified designer if a building permit is required. Plans must match building permit drawings.

- Detailed letter of use to include: the type of business, the services provided, and if the retail of products is offered. For medical or health care uses/services, confirmation of practitioner qualifications required.

- Fee to be determined after application is submitted.

C. Additional Requirements for applications where a detailed parking analysis is required or the application is subject to Table 3.2.1, Footnote (f):

- An up-to-date Site Plan, accurate and drawn to scale, showing:
  - All existing buildings and their area
  - All existing and proposed parking spaces on the property
  - All parking stalls to be dimensioned; parking spaces to comply with the Zoning By-Law minimum of 2.75 m wide and 16.5 m^2 in area
  - Compliance with Part 1, Section 2.26 General Parking Provisions

- A listing of all unit owners/tenants on the property, including business names and the use of each unit

- Floor area of each unit, including any mezzanines
  - The unit floor area to be broken down for each defined area of a unit (e.g. office, warehouse, retail, etc.)
  - Detailed floor plans may be required for each unit

Revised: December 2025