

Building Permit Requirements

Unit Finish or Interior Alteration Industrial, Commercial or Institutional Occupancies

Building Permit Application

The following is required at submission. Incomplete applications **cannot** be accepted.

1. COMPLETED APPLICATION FORMS.

- Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Applicable Law Checklist
- General Review Commitment Certificate where required
- Detailed Letter of Use describing the nature of the operation or business, the number of employees and the occupant load for assembly type uses (restaurant, clubs, etc.). Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage

2. TWO (2) COMPLETE SETS OF PLANS AND SPECIFICATIONS

All plans must be drawn to a specified scale.

- **Key Plan**
 - indicate the suite, unit or project area in relation to the rest of the building
 - provide the use or occupancy of adjacent units
- **Architectural Plans**
 - provide room and space dimensions
 - clearly identify the use of all rooms and spaces
 - identify existing and new construction
 - provide construction details and specifications for proposed construction including all fire-rated assemblies
 - identify the construction detail and fire resistance rating of both new and existing demising walls
- **Structural Plans**
 - provide design criteria, construction details and specifications for all proposed structural modifications
- **Mechanical Plans**
 - HVAC**
 - provide distribution system plan including unit location and specification, duct sizes and volume, damper and fire stop flap locations
 - provide 2 copies of load calculations
 - Plumbing**
 - indicate existing and proposed fixtures
 - specify required clearances of fixtures
 - where new fixtures are proposed provide a sanitary drain layout and pipe size
 - Sprinkler**
 - provide sprinkler layout (and hydraulic calculations where applicable) in conformance with NFPA 13
 - Electrical**
 - show the location of all required exit signs and emergency lights
 - where a fire alarm system is required provide fire alarm drawings conforming to CAN/ULC S524-M
 - mag locks and hold open devices require submission of technical information on devices and tie into fire alarm system
- Commercial cooking facilities must be equipped with an exhaust system designed in compliance with NFPA 96
- Restaurants must be provided with a climate controlled garbage facility within the building

3. BUILDING PERMIT FEE

- The building permit fee is based on the service index for the classification of the work proposed and the floor area in m² of the work involved (Fee = Service Index X Area)
- Refer to Building By-law 387-2006 for Fee Schedule

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

1. The applicant will be contacted by telephone upon completion of the review and advised of any outstanding issues or permit fees.
2. Notice of Permission to Construct – tenants or their agents obtaining building permits must submit the form (Notice of Permission to Construct) completed by the Owner for authorization of the work to be undertaken in the building or unit.
3. X-ray Facilities – provide a copy of plans approved by Ministry of Health (Ministry of Labour for Veterinary Clinics)

Permits
Tel. 905-874-2401
Fax 905-874-2499

Inspections
Tel. 905-874-3700
Fax 905-874-3763

Zoning Services
Tel. 905-874-2090
Fax 905-874-2499