

Online Permit Application Submission Requirements

When applying for a building permit online to construct and/or renovate, Ontario Building Code (OBC) compliant document submissions are required for the following classifications:

Before you begin the online application process, please ensure the following information is available to upload in flattened PDF file format. **Applicants are required to upload** the following documents as separate attachments based on each of the occupancy categories described below.

These documents are the minimum required for the portal application, additional documents may be required to fulfill the Ontario Building Code submission for Building Permit Application.

Small Residential Building Permits (Group C) House – New

House, Row or Townhouse (New or Addition)	Owner Declaration or Agent Authorization	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Truss / Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm
R-Required at Application O-Optional G-Generated at Application										
New Buildings and Additions										
Detached House	R	G	R	O	R	R	R	R	R	O
Detached House w/ ADU	R	G	R	O	R	R	R	R	R	O
Semi-Detached	R	G	R	O	R	R	R	R	R	O
Semi-Detached w/ ADU	R	G	R	O	R	R	R	R	R	O
Duplex, Triplex, or Multiplex	R	G	R	O	R	R	R	R	R	O
Group Home	R	G	R	O	R	R	R	R	R	R
Model Home	R	G	R	O	R	R	R	R	R	O
Townhouse / Row House*	R	G	R	O	R	R	R	R	R	O
Townhouse w/ ADU	R	G	R	O	R	R	O	R	R	O
Townhouse (Back-to-Back)	R	G	R	O	R	R	R	R	R	R
Condominium	R	G	R	O	R	R	R	R	R	O
Sunroom	R	G	R	O	R	R	O	R	R	O

* Stacked Townhouse or Apartment Buildings applications under 'Large Residential Applications'.

House, Row or Townhouse (Renovation)	Owner Declaration or Agent Authorization	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Truss / Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm
R-Required at Application O-Optional G-Generated at Application										
Renovations Only										
Detached House	R	G	O	O	R	R	O	O	O	O
Detached House w/ ADU	R	G	O	O	R	R	O	O	O	O
Semi-Detached	R	G	O	O	R	R	O	O	O	O
Semi-Detached w/ ADU	R	G	O	O	R	R	O	O	O	O
Duplex, Triplex, or Multiplex	R	G	O	O	R	R	O	O	O	O
Additional Dwelling Unit (ADU) (Finished Basement Apartment)	R	G	O	O	R	R	O	O	O	O
Basement Walk-up (Stair)	R	G	O	O	R	O	R	O	O	O
Group Home	R	G	R	O	R	R	O	R	O	R
Model Home	R	G	R	O	R	R	O	O	O	O
Townhouse / Row House*	R	G	R	O	R	R	O	O	O	O
Townhouse w/ ADU	R	G	R	O	R	R	O	O	O	O
Townhouse (Back-to-Back)	R	G	R	O	R	R	O	O	O	R
Condominium	R	G	R	O	R	R	O	O	O	O
Sunroom	R	G	O	O	R	R	O	O	O	O

Accessory Buildings (New, Addition, or Renovation)	Owner Declaration or Agent Authorization	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site / Grading Plan	Architectural Dwgs.	Truss / Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms
R-Required at Application O-Optional G-Generated at Application									
Detached ADU	R	G	R	O	R	R	R	O	R
Deck or Low Platform	R	G	R	O	R	R	O	-	-
Gazebo (Single Storey)	R	G	R	O	R	R	O	-	-
Pool House	R	G	R	O	R	R	O	R	-
Porch (Covered or Uncovered)	R	G	R	O	R	R	-	-	-
Shed or Greenhouse	R	G	R	O	R	R	-	-	-
Garage or Vehicle Shed	R	G	R	O	R	R	O	O	O
Carport or Porte-Cochère	R	G	R	O	R	R	R	O	O

Assembly Group 'A' Building Permits

Assembly Classification Group A Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Arena	R	R	G	R	O	R	R	R	R	O	R	O
Art Gallery	R	R	G	R	O	R	R	R	R	O	R	O
Club House	R	R	G	R	O	R	R	R	R	O	R	O
Outdoor Amusement Centre	R	R	G	R	O	R	R	R	R	O	R	O
Place of Worship	R	R	G	R	O	R	R	R	R	O	R	O
Public Pool or SPA	R	R	G	R	O	R	R	R	R	O	R	O
Theatre	R	R	G	R	O	R	R	R	R	O	R	O
Trade Centre	R	R	G	R	O	R	R	R	R	O	R	O
Adult Entertainment Facility	R	R	G	R	O	R	R	R	R	O	R	O
Bowling Alley	R	R	G	R	O	R	R	R	R	O	R	O
Funeral Home	R	R	G	R	O	R	R	R	R	O	R	O
Private Halls/Banquet Facilities	R	R	G	R	O	R	R	R	R	O	R	O
Restaurant (Few <30 People)	R	R	G	R	O	R	R	R	R	O	R	O
Child Care Facilities	R	R	G	R	O	R	R	R	R	O	R	O
Community Centre	R	R	G	R	O	R	R	R	R	O	R	O
Exhibition Hall or Museum	R	R	G	R	O	R	R	R	R	O	R	O
Library	R	R	G	R	O	R	R	R	R	O	R	O
School Primary	R	R	G	R	O	R	R	R	R	O	R	O
School Secondary	R	R	G	R	O	R	R	R	R	O	R	O
School Post Secondary	R	R	G	R	O	R	R	R	R	O	R	O
School Nursery	R	R	G	R	O	R	R	R	R	O	R	O
School Portables	R	R	G	R	O	R	R	R	R	O	R	O
Public Washroom Buildings	R	R	G	R	O	R	R	R	R	O	R	O
Accessory (New or Alteration)												
Deck or Low Platform	R	O	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R	O	G	R	O	R	R	O	-	-	-	O
Playground Equipment	R	R	G	R	O	R	R	R	-	-	-	O
Shed or Greenhouse	R	O	G	R	O	R	R	O	-	-	-	O

Assembly Classification Group A Buildings (Alterations, Interior or Exterior) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Arena	R	R	G	R	O	R	R	O	O	O	O	O
Art Gallery	R	R	G	R	O	R	R	O	O	O	O	O
Club House	R	R	G	R	O	R	R	O	O	O	O	O
Outdoor Amusement Centre	R	R	G	R	O	R	R	O	O	O	O	O
Place of Worship	R	R	G	R	O	R	R	O	O	O	O	O
Public Pool or SPA	R	R	G	R	O	R	R	O	O	O	O	O
Theatre	R	R	G	R	O	R	R	O	O	O	O	O
Trade Centre	R	R	G	R	O	R	R	O	O	O	O	O
Adult Entertainment Facility	R	R	G	R	O	R	R	O	O	O	O	O
Bowling Alley	R	R	G	R	O	R	R	O	O	O	O	O
Funeral Home	R	R	G	R	O	R	R	O	O	O	O	O
Private Halls/Banquet Facilities	R	R	G	R	O	R	R	O	O	O	O	O
Restaurant (Few <30 People)	R	R	G	R	O	R	R	O	O	O	O	O
Child Care Facilities	R	R	G	R	O	R	R	O	O	O	O	O
Community Centre	R	R	G	R	O	R	R	O	O	O	O	O
Exhibition Hall or Museum	R	R	G	R	O	R	R	O	O	O	O	O
Library	R	R	G	R	O	R	R	O	O	O	O	O
School Primary	R	R	G	R	O	R	R	O	O	O	O	O
School Secondary	R	R	G	R	O	R	R	O	O	O	O	O
School Post Secondary	R	R	G	R	O	R	R	O	O	O	O	O
School Nursery	R	R	G	R	O	R	R	O	O	O	O	O
School Portables	R	R	G	R	O	R	R	O	O	O	O	O
Public Washroom Buildings	R	R	G	R	O	R	R	O	O	O	O	O

Care & Detention Group ‘B’ Building Permits

Care & Detention Classification Group B Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Convalescent Home	R	R	G	R	O	R	R	R	R	O	R	O
Detention Centre	R	R	G	R	O	R	R	R	R	O	R	O
Emergency Medical Station	R	R	G	R	O	R	R	R	R	O	R	O
Group Home (Custodial Res.)	R	R	G	R	O	R	R	R	R	O	R	O
Hospital	R	R	G	R	O	R	R	R	R	O	R	O
Nursing Home/Long Term Care	R	R	G	R	O	R	R	R	R	O	R	R
Hospital	R	R	G	R	O	R	R	R	R	O	R	O
Police Station	R	R	G	R	O	R	R	R	R	O	R	O
Residential Care Home/Facility	R	R	G	R	O	R	R	R	R	O	R	R
Accessory (New or Alteration)												
Deck or Low Platform	R	O	G	R	O	R	R	O	O	-	-	O
Porch (Covered or Uncovered)	R	O	G	R	O	R	R	O	O	-	-	O
Shed or Greenhouse	R	O	G	R	O	R	R	O	O	-	O	O

Large/Complex Residential Group ‘C’ Building Permits

Large & Complex Group C Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Apartment Buildings	R	R	G	R	O	R	R	R	R	O	R	O
Townhouse (Stacked)	R	R	G	R	O	R	R	R	R	O	R	O
Hotel or Motel	R	R	G	R	O	R	R	R	R	O	R	O
Retirement Home (Non-Care)	R	R	G	R	O	R	R	R	R	O	R	O
Residential Care Home/ Facility Long Term Care / Nursing Home	R	R	G	R	O	R	R	R	R	O	R	O
Shelter (Social Services)	R	R	G	R	O	R	R	R	R	O	R	O
Model Home	R	R	G	R	O	R	R	R	R	O	R	O

Large & Complex Group C Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Accessory (New or Alteration)												
Deck or Low Platform	R	R	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R	R	G	R	O	R	R	O	-	-	-	O
Shed or Greenhouse	R	R	G	R	O	R	R	O	-	-	O	O
Other (Garbage Enclosure/Mag Locks, Retaining Walls etc.)	R	R	G	R	O	R	R	R	R	O	O	O
Heritage Building / Application	R	R	G	R	O	R	R	R	R	O	O	O

* For small residential applications see 'Small Residential Applications', on first page.

Large & Complex Group C Buildings (Alterations, Interior or Exterior) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Apartment Buildings	R	R	G	R	O	R	R	O	O	O	O	O
Townhouse (Stacked)	R	R	G	R	O	R	R	O	O	O	O	O
Hotel or Motel	R	R	G	R	O	R	R	O	O	O	O	O
Retirement Home (Non-Care)	R	R	G	R	O	R	R	O	O	O	O	O
Residential Care Home/ Facility Long Term Care / Nursing Home	R	R	G	R	O	R	R	O	O	O	O	O
Shelter (Social Services)	R	R	G	R	O	R	R	O	O	O	O	O

Office and Personal Services Group 'D' Building Permits

Office and Personal Services Group D Buildings (New or Additions)	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application												
Office Building -Single Storey	R	R	G	R	O	R	R	R	R	O	O	O
Office Building -Multiple Storey	R	R	G	R	O	R	R	R	R	O	O	O
Shop (Rental)	R	R	G	R	O	R	R	R	R	O	O	O
Shop (Repair)	R	R	G	R	O	R	R	R	R	O	O	O
Accessory (New or Alteration)												
Deck or Low Platform	R	R	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R	R	G	R	O	R	R	O	-	-	-	O
Shed or Greenhouse	R	R	G	R	O	R	R	O	O		O	O
Other (Garbage Enclosure /Mag Locks, Retain. Walls etc.)	R	R	G	R	O	R	R	R	R	O	O	O
Heritage Building / Application	R	R	G	R	O	R	R	R	R	O	O	O

Office and Personal Services Group D Buildings (Alterations, Interior or Exterior)	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application												
Office Interiors (Professional)	R	R	G	R	O	R	R	R	R	O	O	O
Office Building -Single Storey	R	R	G	R	O	R	R	R	R	O	O	O
Office Building -Multiple Storey	R	R	G	R	O	R	R	R	R	O	O	O
Office Mezzanine	R	R	G	R	O	R	R	R	R	O	O	O
Shop (Rental)	R	R	G	R	O	R	R	R	R	O	O	O
Shop (Repair)	R	R	G	R	O	R	R	R	R	O	O	O

Mercantile / Retail Group 'E' Building Permits

Mercantile Group E Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Hall - Auction	R	R	G	R	O	R	R	R	R	O	O	O
Car Wash	R	R	G	R	O	R	R	R	R	O	O	O
Commercial -Vacant Building Shell	R	R	G	R	O	R	R	R	R	O	O	O
Golf Course	R	R	G	R	O	R	R	R	R	O	O	O
Restaurant (More > 30 People)	R	R	G	R	O	R	R	R	R	O	O	O
Retail Shopping Mall	R	R	G	R	O	R	R	R	R	O	O	O
Retail Shopping Plaza	R	R	G	R	O	R	R	R	R	O	O	O
Retail Store	R	R	G	R	O	R	R	R	R	O	O	O
Supermarket / Grocery	R	R	G	R	O	R	R	R	R	O	O	O
Vehicle Dealership	R	R	G	R	O	R	R	R	R	O	O	O
Other Sales Office	R	R	G	R	O	R	R	R	R	O	O	O
Accessory (New or Alteration)												
Deck or Low Platform	R	R	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R	R	G	R	O	R	R	O	-	-	-	O
Shed or Greenhouse	R	R	G	R	O	R	R	O	O	-	O	O
Other (Garbage Enclosure/Mag Locks, Retaining Walls etc.)	R	R	G	R	O	R	R	O	R	O	O	O
Commercial Exhaust System	R	R	G	R	O	R	R	O	R	O	O	O
Heritage Building / Application	R	R	G	R	O	R	R	O	R	O	O	O

Mercantile Group E Buildings (Alterations, Interior or Exterior)	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application												
Hall - Auction	R	R	G	R	O	R	R	O	O	O	O	O
Car Wash	R	R	G	R	O	R	R	O	O	O	O	O
Commercial -Vacant Building Shell	R	R	G	R	O	R	R	O	O	O	O	O
Golf Course	R	R	G	R	O	R	R	O	O	O	O	O
Restaurant (More > 30 People)	R	R	G	R	O	R	R	O	O	O	O	O
Retail Shopping Mall	R	R	G	R	O	R	R	O	O	O	O	O
Retail Shopping Plaza	R	R	G	R	O	R	R	O	O	O	O	O
Retail Store	R	R	G	R	O	R	R	O	O	O	O	O
Supermarket / Grocery	R	R	G	R	O	R	R	O	O	O	O	O
Vehicle Dealership	R	R	G	R	O	R	R	O	O	O	O	O
Other Sales Office	R	R	G	R	O	R	R	O	O	O	O	O

Industrial / Warehouse Group 'F' Building Permits

Industrial Group F Buildings (New or Additions)	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application												
Shop (Print)	R	R	G	R	O	R	R	R	R	O	O	O
Aircraft Hangers	R	R	G	R	O	R	R	R	R	O	O	O
Depots (Freight or Works)	R	R	G	R	O	R	R	R	R	O	O	O
Electrical Utility Substation	R	R	G	R	O	R	R	R	R	O	O	O
Gas Station	R	R	G	R	O	R	R	R	R	O	O	O
Industrial Mezzanine/Other	R	R	G	R	O	R	R	R	R	O	O	O
Laboratory	R	R	G	R	O	R	R	R	R	O	O	O
Maintenance Building	R	R	G	R	O	R	R	R	R	O	O	O
Marina	R	R	G	R	O	R	R	R	R	O	O	O
Parking Garage (Above Grade)	R	R	G	R	O	R	R	R	R	O	O	O
Parking Garage (Below Grade)	R	R	G	R	O	R	R	R	R	O	O	O

Industrial Group F Buildings (New or Additions) R-Required at Application O-Optional G-Generated at Application	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
Plant -Industrial	R	R	G	R	O	R	R	R	R	O	O	O
Plant -Chemical Processing	R	R	G	R	O	R	R	R	R	O	O	O
Plant -Drycleaning / Laundry	R	R	G	R	O	R	R	R	R	O	O	O
Plant -Water Treatment	R	R	G	R	O	R	R	R	R	O	O	O
Plant -Power	R	R	G	R	O	R	R	R	R	O	O	O
Spray Paint Operation	R	R	G	R	O	R	R	R	R	O	O	O
Utility Buildings -Other	R	R	G	R	O	R	R	R	R	O	O	O
Vehicle -Repair	R	R	G	R	O	R	R	R	R	O	O	O
Vehicle -Service Station	R	R	G	R	O	R	R	R	R	O	O	O
Warehouse -Self Storage	R	R	G	R	O	R	R	R	R	O	O	O
Warehouse -Storage (Serviced)	R	R	G	R	O	R	R	R	R	O	O	O
Warehouse -Storage (Unserviced)	R	R	G	R	O	R	R	R	R	O	O	O
Fire Station	R	R	G	R	O	R	R	R	R	O	O	O
Accessory (New or Alteration)												
Deck or Low Platform	R	R	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R	R	G	R	O	R	R	O	-	-	-	O
Shed or Greenhouse	R	R	G	R	O	R	R	O	O	-	O	O
Other (Garbage Enclosure/Mag Locks, Retaining Walls etc.)	R	R	G	R	O	R	R	O	R	O	O	O
Commercial Exhaust System	R	R	G	R	O	R	R	O	R	O	O	O
Wind Turbine/Communication Tower or Solar Facility	R	R	G	R	O	R	R	O	R	O	O	O
Heritage Building / Application	R	R	G	R	O	R	R	O	R	O	O	O

Mixed Use or Temporary / Other Building Permits

Mixed Use, Temporary Use, Other and Classifications (New, Additions or Renovations)	Owner Declaration or Agent Authorization	General Review Commitment Form	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwg.	Structural Dwg.	Mech. Or HVAC Dwg.	E.E.D.S. Energy Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application												
Apartment Buildings	R	R	G	R	O	R	R	R	R	O	R	O
Townhouse (Stacked)	R	R	G	R	O	R	R	R	R	O	R	O
Hotel or Motel	R	R	G	R	O	R	R	R	R	O	R	O
Retirement Home (Non-Care)	R	R	G	R	O	R	R	R	R	O	R	O
Residential Care Home/ Facility Long Term Care / Nursing Home	R	R	G	R	O	R	R	R	R	O	R	O
Shelter (Social Services)	R	R	G	R	O	R	R	R	R	O	R	O
Model Home	R	R	G	R	O	R	R	O	O	O	R	O
Other (Garbage Enclosure/Mag Locks, Retaining Walls etc.)	R	R	G	R	O	R	R	R	R	O	O	O
Heritage Building / Application	R	R	G	R	O	R	R	R	R	O	O	O
Accessory (New or Alteration)												
Deck or Low Platform	R	R	G	R	O	R	R	O	-	-	-	O
Porch (Covered or Uncovered)	R		G	R	O	R	R	-	-	-	-	O
Shed or Greenhouse	R	R	G	R	O	R	R	-	-	-	-	O

Once a building classification group A, B, C, D, E or F application review begins, further information or required document uploads may be requested through an email notification.

Listing above is not exhaustive, and may vary with specific application. Most fillable forms or documents below are available on the [Building Permits](#) section of our City website.

1. Permit Application Form:

This document will be generated through the online application process itself, allowing for download and later required upload/submission within the application portal. (It is not necessary to have this form completed in advance, however it is available on the website)

2. Commitment to General Review

This document is to be completed where an Architect or Engineer is required to be the designer for the building permit application and associated on site construction reviews.

3. Schedule 1:

Designer Information form completed for each discipline of construction being undertaken, (e.g., Arch. construction drawings, HVAC design, Engineered floor joist or truss layouts, etc.) or indicating an exemption (e.g., Homeowner, professional Engineer, or Architect.) Fillable Schedule 1: for “Homeowner exemption” is also available.

4. Schedule 2:

Sewage System (Septic) Designer Information form completed, if required.

5. Owner Declaration or Agent Authorization Form (confirmation of property ownership):

Complete one fillable form for each property owner, and save/upload each.

6. Site Plan/Grading Plan (Scaled/Coordinated plans showing):

- Property/Lot with all property lines, and easements fully dimensioned and shown.
- Lot size and distances from the proposed buildings to all property lines and any adjacent buildings or site features (e.g., retaining walls, wells, septic tanks or beds, etc.).
- All existing and proposed structures, labelled as existing, proposed or demolished (e.g., house, garage, sheds, decks, porch etc.).
- Indicate the number of existing and proposed parking spaces (ADU's have additional parking requirements).
- All above ground electrical conductors or transformers on the site, or if property is adjacent to a hydro tower corridor, approval from Hydro-One for the clearances.

7. Architectural Construction Drawings (Scaled/Coordinated plans showing):

- Plan view of structures with overall dimensions and area indicated for all levels.
- Elevations from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, all materials (roof, cladding, etc.), and window and door locations and sizes.
- Cross-section through the wall or deck, from footings to roof, noting all materials in the foundation, wall and roof assemblies. (Drawing Reference Package examples on website).
- For additions or new dwellings or houses, include plan of roof framing sizes, direction, span and spacing, door and window opening locations, sizes, and lintel sizes.
- If framing a floor, a separate plan showing the floor framing is also required.
- For renovations include existing and new layouts for confirmation and comparison.

8. Structural Construction Drawings (Scaled/Coordinated plans showing):

- Plan view of structures with overall dimensions and area indicated for all levels.
- For additions or new dwellings or houses, include layout plan of roof framing sizes, direction, span and spacing, door and window opening locations, sizes, and lintel sizes.
- Label all materials, members, anchors, hangers, etc.
- Professional Engineering (Ontario) Stamped/Signed.
- Structural/Soils retaining wall engineering info. if applicable.
- Footing and foundation materials and sizes.
- Submit supporting structural calculations as required.
- If framing a floor, a separate plan showing the floor framing is also required.

9. Mechanical HVAC Construction Drawings (Scaled/Coordinated plans showing):

- Stamped Professional Engineering Design Documents (P. Eng. Ontario).

10. Energy Efficiency Design Summary EEDS (where applicable, calcs. based on building type):

- Documents indicating the designed thermal and energy performance of the building.

11. Applicable Law Documents & Approval (permit obtained from other agencies, when required):

- TRCA (Toronto Region Conservation Authority)
- CLOCA (Central Lake Ontario Conservation Authority)
- MTO (Ministry of Transportation)
- MHAC (Municipal Heritage Advisory Committee)
- MMAH (Ministry of Municipal Affairs & Housing)
- DRHD (Durham Regional Health Department)

12. Additional/Optional Documents:

These can be submitted along with your application by uploading them in the appropriate supporting document type category (after you upload all the required documents) or later within the permit under the 'My Applications' tab.

- For additions or new dwellings/houses, include detailed heating, ventilation and air conditioning drawings (HVAC) with your submission.
- For walk-up or new basement stairs/entrances, include professional Structural Engineered stamped drawings and a general review commitment form document with your submission. (Forms are available on our website)

Additional information, links, and reference material can also be found on the Building Permit section of our website, or contact us in Building Services directly at 905.420.4631.