

These are general guidelines only; more information may be required on a case by case basis

### Required Documents for Building Permit Application

- Fully completed application form, including required schedules
- Comprehensive site plan
- 1 complete set of construction drawings
- Owner Authorization form if applicant is not property owner

\*\* Drawings must be completed by the property owner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans as well as Schedule 1: Designer information.

**All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only.**

### Construction Drawings Showing:

- Window/door sizes
- Room names
- Kitchen/bathroom layout
- Location of stairs, furnace etc.
- New wall construction
- New beam sizes and supports
- Location of existing ducting or overhead beams
- Ceiling heights (under floor joists and bulkheads for beams and duct work)
- Insulation Values (Existing or New)
- Location of smoke alarms & CO<sup>2</sup> detectors

### Cost of building permit

Please see Schedule “A” of By-Law 13-2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

### Timeline for Applications

Once a **complete** building permit application is received, the permit will be reviewed within 10 business days.

### Where to apply for a building permit?

Please submit your complete application and permit documents on our e-Permitting software,

**Cloudpermit** 

For more information please visit:

<https://www.get.on.ca/living-here/building-permits-and-inspections>

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### **Questions?**

Contact the Building Department for assistance at [building@get.on.ca](mailto:building@get.on.ca)

*(Note: Once a Building Permit application has been submitted into Cloudpermit, question can be asked directly to The Building Department through the ‘workspace’ within Cloudpermit.)*