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 416-394-8002

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 North York Civic Centre
 5100 Yonge Street
 1st Floor
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 M2N 5V7
 416-395-7000

Toronto and East York District
 Toronto City Hall
 100 Queen Street W
 Ground Floor
 Toronto, ON
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 416-392-7539

Scarborough District
 Scarborough Civic Centre
 150 Borough Drive
 3rd Floor
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 416-396-7526

Visit our website at www.toronto.ca/building

Toronto District Boundaries

Toronto Building brochures available

- Introduction to Building Permits
- Building Permit Requirements for Houses
- Building Permit Requirements for Small Residential Buildings
- Building Permit Requirements for Small Non-Residential Buildings
- Building Permit Requirements for Large or Complex Buildings
- Building Permit and Other Applicable Fees
- Building Permit Fees
- Residential FASTRACK Permit Service
- Commercial XPress Permit Service
- Construction Requirements and Guidelines
- When to Call for Inspections for Large or Complex Buildings
- When to Call for Inspections for Small Buildings and Houses
- Applying for Partial Occupancy of Unfinished Buildings
- Project Review Programs

HELP US PROTECT YOUR PRIVACY

Please DO NOT include any personal information on your Building Plans (e.g., the homeowner's name or phone number). Building Plans submitted for Permit are subject to disclosure in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).



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Building Permit Requirements for Houses

requirements

Permit Requirements for Houses

This brochure is intended to provide you with an overview of the fees, forms, and plan requirements for a Building Permit application for a detached house; a semi-detached house; or, a townhouse or row house with less than two dwelling units.

By using the tables provided in this brochure you can ensure that your building permit application and submissions will be accepted, reviewed, and issued in a timely fashion.

Other Applicable Law(s)

Your construction project may be subject to other Applicable Laws (as defined in the Ontario Building Code). You will be required to provide proof of compliance with any Applicable Laws as part of your permit application. Please speak to one of our Customer Service Staff for details.

Residential FASTRACK

If you are doing a small addition or alteration, your project may be eligible for our Residential FASTRACK Service.

Residential FASTRACK is an enhanced Building Permit service for certain types of projects in existing houses containing one or two dwelling units. The goal is to issue your permit while you wait; however, for more complex projects it may take up to 5 business days to complete the review.

Pick up a copy of our Residential FASTRACK brochure or speak to one of our Customer Service Staff to see if your project qualifies.

Form Requirement Table

Form	New Building	Addition	Alterations
Application to Construct or Demolish	■	■	■
Declaration for Time Frames	■	■	■
Municipal Road Damage Deposit Form	■	■	□
Tree Declaration Form	■	■	□
Letter(s) of Undertaking	□	□	□
General Review Commitment Certificate(s)	□	□	□

	New Building	Addition	Alterations
1. Building (Architectural) Permit Submission Requirements			
GENERAL INFORMATION			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated	■	■	■
Drawings to include the designer's name, registration number, qualification identification number, signature and a statement that the person has reviewed & taken responsibility for the design activities	□	□	□
SITE PLAN			
Property lines & lot area referenced to a current survey	■	■	□
Location of all existing & proposed buildings including overall dimensions, setbacks to property lines, other setback requirements and distance to other buildings	■	■	■
Existing & proposed grades. Proposed finished first floor elevations of all buildings.	■	□	□
FLOOR & ROOF PLANS			
Key plan showing location of existing & proposed construction	■	■	□
Basement floor plan including foundation information & use of space	■	□	□
Floor plan of every upper level showing use of all spaces	■	□	□
Floor plan of every upper level showing structural framing above	■	□	□
Roof plan	□	□	□
Roof truss layout. Proprietary floor system layout & information	□	□	□
Location of all plumbing fixtures	■	□	□
Location of gas fireplaces & all solid fuel burning appliances	□	□	□
Location of smoke alarms & carbon monoxide detectors	■	□	□
ELEVATIONS			
Vertical dimensions, exterior finishes, roof slope & roofing material	■	■	■
Window & door types, locations & sizes including height of sills above floor	■	■	■
Exterior stairs, landings, guards & handrails	■	□	□
SECTIONS			
Floor to floor & floor to ceiling dimensions	■	■	□
Footings & foundation wall details, including height of grade above basement floor	■	□	□
Specifications of all floor, wall & roof assemblies	■	■	□
Shoring details	□	□	□
Underpinning details	□	□	□
Details of stairs, landings, guards & handrails	■	□	□
CONSTRUCTION DETAILS & NOTES			
Typical wall & floor section	■	■	□
Wall & floor fire separation details	□	□	□
Typical roof details	■	■	□
Guard details	■	□	□
Building materials & specifications of all wall, floor & roof assemblies	■	■	□

Additional information may be required on a case-by-case basis.

■ required

□ required where applicable

	New Building	Addition	Alterations
2. Mechanical (HVAC) Permit Submission Requirements			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated	■	■	■
Layout of mechanical system at each floor level	■	■	□
Type, location & size of equipment	■	■	□
Heat loss & heat gain calculations	■	■	□
Duct design calculations	□	□	□
Mechanical ventilation calculations & design	■	□	□
3. Mechanical (Plumbing) Permit Submission Requirements – can be combined with Drains & Water Service as a single application			
No drawings required. Plumbing Data Sheet to be filled.	■	■	■
4. Drains & Water Service Permit Submission Requirements – can be combined with Mechanical (Plumbing) as a single application			
No drawings required at time of permit application except for reverse sloping driveway where drainage layout is to be submitted	□	□	□
5. Site Service Permit for Subdivisions or Townhouse Complex Submission Requirements			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated	■	■	■
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes & connection to municipal system	■	■	■
Storm drainage calculations or storm water management report	■	■	■
Total length of water service, sanitary piping & storm piping. Total number of catch basins & manholes.	■	■	■
Specifications and details	■	■	■
6. Septic or Holding Tank Sewage System Permit Submission Requirements			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated	■	■	■
Site plan showing location of septic bed, septic tank or holding tank & other equipment. Also, clearances to buildings, property lines, water courses & other equipment.	■	■	■
Septic or holding tank system design & calculations. Soil reports.	■	■	■

Building Permit Fees

For applicable permit fees refer to the Fees section of our website, fee brochures, or feel free to ask one of our Customer Service Staff. The following methods of payment are accepted at Customer Service counters: cash, certified cheque, personal cheque for fees over \$2000, Debit, MasterCard and Visa.