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Visit our website at [www.toronto.ca/building](http://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).



residential

## Residential FASTRACK Permit Service

fasttrack

## Introduction

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

### Residential FASTRACK projects may include:

- additions up to 50m<sup>2</sup>
- minor interior alterations (not including the creation of second suites)
- decks, verandahs, porches
- garages and carports
- accessory structures (such as gazebos and storage sheds)
- basement entrances, underpinning
- pool enclosures

### What do you need to bring?

- Copies of the required forms
  - Refer to the Form Requirement Table in this brochure
- Two copies of Construction Plans:
  - For additions and alterations to houses, refer to the table in this brochure for plan requirements.
  - For other small projects, please ask Customer Service Staff for submission requirements and other details.

### 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.

#### Form Requirement Table

Form	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)	□	□

	Addition	Alterations
<b>1. Building (Architectural) Permit Submission Requirements</b>		
<b>GENERAL INFORMATION</b>		
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	□	□
<b>SITE PLAN</b>		
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	□	□
<b>FLOOR &amp; ROOF PLANS</b>		
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	□	□
<b>ELEVATIONS</b>		
Vertical dimensions, exterior finishes, roof slope & roofing material	■	□
Window & door types, locations & sizes including height of sills above floor	■	□
Exterior stairs, landings, guards & handrails	□	□
<b>SECTIONS</b>		
Floor to floor & floor to ceiling dimensions	■	□
Footing & 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	□	□
<b>CONSTRUCTION DETAILS &amp; NOTES</b>		
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

	Addition	Alterations
<b>2. Mechanical (HVAC) Permit Submission Requirements</b>		
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	□	□
<b>3. Mechanical (Plumbing) Permit Submission Requirements – can be combined with Drains &amp; Water Service as a single application</b>		
No drawings required. Plumbing Data Sheet to be filled.	■	■
<b>4. Drains &amp; Water Service Permit Submission Requirements – can be combined with Mechanical (Plumbing) as a single application</b>		
No drawings required at time of permit application except for reverse sloping driveway where drainage layout is to be submitted	□	□
<b>5. Septic or Holding Tank Sewage System Permit Submission Requirements</b>		
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.	■	■

Documents must be prepared by either the homeowner or a "Designer" qualified under O.Reg 305/03. Separate permits are required for plumbing, drains and HVAC (heating, ventilation and air conditioning).

#### 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.