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

### 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).



commercial

Commercial Xpress  
 Permit Service



Xpress

## Introduction

Commercial Xpress is an enhanced Building Permit service for certain types of projects. Our goal is to review eligible applications within 10 working days.

### Commercial Xpress projects include:

- Interior alterations to Assembly, Business, Industrial, Office and Retail uses:
  - up to 300m<sup>2</sup> in area
  - no change of use
  - no change in patron area for restaurants
  - no increase in occupant load
  - minor structural changes
  - minor changes to life safety systems
- Tents
- Minor fire damage repair

### 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
  - Refer to the table in this brochure for plan requirements
  - For Tents and Fire Repair Damage, please ask Customer Service Staff for 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	Alterations
Application to Construct or Demolish	■
Declaration for Time Frames	■
Tree Declaration Form	□
Building Design Information Sheet	□
Existing Life Safety Systems	□
ASHRAE 90.1 Energy Certification Form	□
Letter(s) of Undertaking	□
General Review Commitment Certificate(s)	□

	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	■
Drawings to be sealed, signed and dated by each design profession	□
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	□
Letter of Undertaking and Commitment to General Review form for each design profession	□
Building Code analysis on Building Design Information sheet	□
Specifications and/or construction notes.	□
Geotechnical Investigation Report	□
<b>SITE PLAN</b>	
Property lines and 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	□
Barrier free information including curb cuts, parking, ramps and all associated details	□
Summary of permitted and proposed zoning provisions	□
<b>ARCHITECTURAL DRAWINGS</b>	
Key plan showing location of proposed and existing construction	□
Floor plans identifying rooms and spaces, wall construction and fire separations	■
Reflected ceiling plans and associated details	□
Building cross sections	□
Wall & floor sections and details. Stair sections, plan and details	□
Enlarged detail plans and associated details	□
Door and room finish schedules if not in specifications	□
<b>STRUCTURAL DRAWINGS</b>	
Design information including loading, wind uplift, earthquake analysis and control flow drainage design on roof	□
<b>ELECTRICAL DRAWINGS</b>	
Lighting, power, emergency lighting, exit signage and electrical equipment	□
Fire alarm & detection system drawings & specifications	□
<b>OTHER SUBMISSIONS</b>	
Sprinkler riser diagram and hydraulic calculations	□
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	□
HVAC and plumbing information as outlined below	□

	Alterations
<b>2. Mechanical (HVAC) Permit Submission Requirements</b>	
All drawings to be drawn on standardized sized sheets, drawn to scale & fully dimensioned	■
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	■
Drawings to be sealed, signed & dated. Letter of Undertaking and Commitment to General Review form	□
Layout and sizes of mechanical system at each floor level	□
Type, location and size of equipment	□
Roof plan showing roof mounted equipment	□
Heat loss and heat gain calculations	□
Design of specialized systems	□
Specifications & details	□
<b>3. Mechanical (Plumbing) Permit Submission Requirements</b>	
All drawings to be drawn on standardized sized sheets, drawn to scale & fully dimensioned	■
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	■
Drawings to be sealed, signed & dated. Letter of Undertaking and Commitment to General Review form.	□
Plumbing system layout at each floor level	□
Material, equipment and fixture information	□
Design of specialized systems	□
Specifications & details	□

Separate permits are required for plumbing, drains and HVAC. At this time, these permits do not qualify for Commercial Xpress.

#### 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.

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

■ required

□ required where applicable