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Visit our website at 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).



residential

Building Permit Requirements for Small Residential Buildings

requirements

Small Residential Buildings

This brochure is intended to provide you with an overview of the fees, forms, and plan requirements for a Building Permit application for a small apartment building, or other residential building containing more than two dwelling units; and

- (a) is three or fewer storeys in building height, and
- (b) has a horizontal building area not exceeding 600 m²

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.

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)	□	□	□

1. Building (Architectural) Permit Submission Requirements

	New Building	Addition	Alterations
GENERAL INFORMATION			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & 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	□	□	□
Geotechnical Investigation Report	□	□	
SITE PLANS			
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	■	■	
Fire route, fire department connections and fire hydrants	□		
Barrier free information including curb cuts, parking, ramps and all associated details	■	□	

	New Building	Addition	Alterations
Summary of permitted & proposed zoning provisions	□	□	□
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 & fire separations	■	□	□
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	■	■	□
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	■	□	□
CONSTRUCTION DETAILS & NOTES			
Typical wall & floor section	■	■	□
Party wall section. Wall & floor fire separation details.	□	□	□
Typical roof details	■	■	□
Guard details	■	□	□
Building materials & specifications of all wall, floor & roof assemblies	■	■	□
2. Mechanical (HVAC) Permit Submission Requirements			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & 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	□	□	□
Letter of Undertaking and Commitment to General Review form	□	□	□
Layout of mechanical system at each floor level	■	■	□
Type, location & size of equipment	■	■	□
Heat loss & heat gain calculations	■	■	□

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

	New Building	Addition	Alterations
Duct design calculations	□	□	□
Mechanical ventilation calculations & design	■	□	□
3. Mechanical (Plumbing) Permit Submission Requirements – can be combined with Drains & Water Service as a single application			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & 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	□	□	□
Letter of Undertaking and Commitment to General Review form	□	□	□
Plumbing system layout at each floor level	■	■	□
Plumbing risers and stack loads	□	□	
Material, equipment and fixture information	■	■	□
Specifications & details	■	■	□
4. Drains & Water Service Permit Submission Requirements – can be combined with Mechanical (Plumbing) as a single application			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & dated	■	■	■
Letter of Undertaking and Commitment to General Review form	□	□	□
Plan showing underground drainage & water distribution system	■	■	□
Material & equipment specifications	■	■	□
5. Site Service Permit Submission Requirements for Subdivisions or Townhouse Complex			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & dated	■		
Letter of Undertaking and Commitment to General Review form	□		
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 & details	■		

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.

■ required

□ required where applicable