

Toronto and East York District
 Toronto City Hall
 100 Queen Street W
 Ground Floor
 Toronto, ON
 M5H 2N2
 416-392-7539

Etobicoke York District
 2 Civic Centre Court
 1st Floor
 Toronto, ON
 M9C 5A3
 416-394-8002

Scarborough District
 Scarborough Civic Centre
 150 Borough Drive
 3rd Floor
 Toronto, ON
 M1P 4N7
 416-396-7526

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



Toronto District Boundaries

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).



non-residential

Building Permit Requirements for Small Non-Residential Buildings

requirements

Small Non-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 non-residential building used for: a business or personal service shop; a retail store; or a low and medium hazard industrial use; 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	■	■	□
Building Design Information Sheet	□	□	□
Existing Life Safety Systems	□	□	□
ASHRAE 90.1 Energy Certification 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 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	□	□	□
Building Code analysis on Building Design Information sheet	□	□	□
Specifications and/or construction notes	□	□	□
Geotechnical Investigation Report	□	□	□
Engineering report on measures to mitigate impact of construction vibration	□	□	□

	New Building	Addition	Alterations
SITE PLAN			
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	■	■	□
Layout, number, dimensions and other parking specifications	■	■	□
Fire route, fire department connections and fire hydrants	■	■	□
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	■	■	□
Barrier free information including curb cuts, parking, ramps and all associated details	■	■	□
Summary of permitted and proposed zoning provisions	■	■	□
ARCHITECTURAL DRAWINGS			
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	■	■	□
Roof plan and associated details including any screening requirements for mechanical roof top equipment	□	□	□
Building elevations	■	■	□
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	■	■	□
STRUCTURAL DRAWINGS			
Design information	■	■	□
Shoring and underpinning plans and details	□	□	□
Foundation plan and associated details	■	■	□
Floor and roof framing plans	■	■	□
Structural connection details	■	■	□
ELECTRICAL DRAWINGS			
Lighting, power, emergency lighting, exit signage and electrical equipment	■	■	□
Fire alarm & detection system drawings & specifications	□	□	□
OTHER SUBMISSIONS			
Sprinkler riser diagram and hydraulic calculations	□	□	□
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	□	□	□
HVAC and plumbing information as outlined below	■	□	□
2. Mechanical (HVAC) Permit Submission Requirements			
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned & dated	■	■	■

	New Building	Addition	Alterations
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 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	■	■	□
3. Mechanical (Plumbing) 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	□	□	□
Plumbing system layout at each floor level	■	■	□
Plumbing risers and stack loads	□	□	□
Material, equipment and fixture information	■	■	□
Design of specialized systems	□	□	□
Specifications & details	■	■	□
4. Site Services Permit Submission Requirements			
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 service piping, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	■		
Total length of water service piping, sanitary piping and storm piping. Total number of catch basins and manholes	■		
Storm water management report or storm drainage calculations	■		
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.

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

□ required where applicable