

Authority: Planning and Transportation Committee Report No. 5, Clause No. 14,
adopted as amended, by City of Toronto Council on June 14, 15 and 16, 2005
Enacted by Council: June 16, 2005

CITY OF TORONTO

BY-LAW No. 598-2005

To repeal Article I, Building Permits, of Chapter 363, Building Construction and Demolition, of The City of Toronto Municipal Code, and replace it with a new Article I.

WHEREAS section 7 of the *Building Code Act, 1992*, authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters; and

WHEREAS the *Building Code Statute Law Amendment Act, 2002* (Bill 124) substantially amends the *Building Code Act, 1992* with respect to making applications for permits and the administration of the applications; and

WHEREAS the amendments come into effect on July 1, 2005, necessitating changes to Article I of Chapter 363 of The City of Toronto Municipal Code; and

WHEREAS O. Reg. 236/05, filed on May 19, 2005, changes the implementation date for some of the related regulatory changes to the Building Code from July 1, 2005 to January 1, 2006, so the Municipal Code amendments supporting the two-stream permit system will take effect on October 1, 2005 to allow for an implementation period prior to the January 1, 2005 effective date; and

WHEREAS under § 169-26B of the Municipal Code Council has authorized the City Solicitor in consultation with the City Clerk to introduce bills to Council to make technical amendments to the Municipal Code and other by-laws; and

WHEREAS the technical amendments made by this by-law include the following amendments that are noted for reference purposes:

- (1) Changes to references to officials and divisions are required to reflect the City's administrative reorganization as authored by Additional Matter, Report dated November 24, 2004, from Mayor Miller, entitled "Review of the City's Administrative Structure", adopted as amended by City of Toronto Council on November 30, December 1 and 2, 2004;
- (2) References to sewer by-laws are updated to reflect the enactment of a harmonized sewer by-law, Chapter 681, Sewers, of the Municipal Code;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. Chapter 363, Article I.

The City of Toronto Municipal Code is amended as follows:

- A. By repealing Article I, Building Permits, of Chapter 363, Building Construction and Demolition.

- B. By adding the following as a new Article I of Chapter 363, Building Construction and Demolition:

ARTICLE I
Building Permits

§ 363-1. Definitions and word usage.

- A. As used in this article, the following terms shall have the meanings indicated:

ACT — The *Building Code Act, 1992*.

APPLICANT — The owner of a building or property who applies for a permit, any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building and anyone acting under the authority of the person or corporation.

ARCHITECT — The holder of a licence, certificate of practice or a temporary licence issued under the *Architects Act*.

BUILDING CODE — The regulations made under section 34 of the Act.

CHIEF BUILDING OFFICIAL — The person appointed by the City of Toronto as the Chief Building Official for the purposes of the enforcement of the Act.

INSPECTOR — An inspector appointed by the City of Toronto for the purposes of the enforcement of the Act.

OWNER — The registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.

PERMIT — Permission or authorization given in writing by the Chief Building Official to perform work, to change the use of a building or part of it or to occupy a building or part of it, as regulated by the Act and Building Code.

PERMIT HOLDER — The owner to whom a permit has been issued or, where a permit has been transferred, the new owner to whom the permit has been transferred.

PRE-APPLICATION APPLICABLE LAW REVIEW — A detailed review of a proposal intended for an application for a permit to construct or demolish under section 8 of the Act to determine its compliance with all applicable law as defined in Section 1.1.3.3. of the Building Code.

PROFESSIONAL ENGINEER — A person who holds a licence or temporary licence under the *Professional Engineers Act*.

PROPOSAL — A proposal to develop or redevelop land, to sever land or to construct, alter, add to or extend buildings or structures.

WORK — Construction or demolition or both of a building or part of it.

- B. Any word or term not defined in this article that is defined in the Act or the Building Code shall have the meaning in this article as ascribed to it in the Act or the Building Code.

§ 363-2. Classes of permits; conflicts with Schedule A.

- A. The classes of required permits and the corresponding permit fees for construction, demolition and change of use of buildings are set out in Schedule A to this article, at the end of this chapter.
- B. In the event of a conflict between a provision in §§ 363-1 to 363-10.1, and a provision in Schedule A to this article, the provision in §§ 363-1 to 363-10.1 prevails.

§ 363-3. Applications for permits, forms.

- A. Every application for a permit under section 8 of the Act to construct or demolish a building shall be made by:
- (1) The owner of the property on which the proposed construction or demolition is taking place; or
 - (2) The authorized agent of the owner of the property.
- B. An application referred to in Subsection A shall be in a form prescribed by the Minister.
- C. Applications, other than an application for a permit under section 8 of the Act, shall be on a form approved by the Chief Building Official, and the Chief Building Official is authorized to approve forms as he or she deems necessary for the administration of this article and the Act.
- D. The Chief Building Official is authorized to approve forms for supporting information required in conjunction with and additional to the application form prescribed by the Minister under section 8 of the Act, and the public shall be notified by posting a copy of the approved form on the City's website.
- E. Every permit application shall attach a list of documents that establishes compliance with all applicable law on the form prescribed.

§ 363-3.1. Declaration of completion; application information.

- A. On or after October 1, 2005, every permit application shall include a completed declaration, as set out in Schedule C to this article at the end of this chapter, that either the application is a complete application or is not a complete application.

- B. A permit application that has been declared by the applicant to be complete under Subsection A shall:
- (1) Identify and describe in detail the work, use and occupancy to be covered for which the permit application is made;
 - (2) Identify and describe in detail the existing use and the proposed use for the premises;
 - (3) Describe the land on which the work is to be done;
 - (4) Be accompanied by the plans, specifications, documents and other information necessary for the complete review of the permit submission, as set out in Schedule D to this article at the end of this chapter and in accordance with the requirements of § 363-5, and including all architectural, structural, required mechanical, plumbing and electrical drawings and details, including shoring drawings and details, where the construction method will require such systems;
 - (5) Be accompanied with a code compliance report prepared by an architect or professional engineer, where required by the Chief Building Official;
 - (6) Be accompanied with a geotechnical report prepared by a professional engineer, where required by the Chief Building Official;
 - (7) If required by the Chief Building Official, be accompanied with a report from a professional engineer with respect to the impact of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts;
 - (8) Be accompanied by the full building permit fees required by this article;
 - (9) State the names, addresses, and telephone numbers of the owner, applicant, architect, engineer, or other designer for the work applied for;
 - (10) If Section 2.3. of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the form prescribed, that an architect or professional engineer or both have been retained;
 - (11) If Section 2.3. of the Building Code applies, be accompanied by a signed statement from the architect or professional engineer or both on the form prescribed, undertaking to provide a general review;
 - (12) Include where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*;
 - (13) State the estimated valuation of the proposed work, including material, labour and related direct cost associated with the work, exclusive of the cost of the land;
 - (14) State the erection and removal date for all temporary buildings; and

- (15) Be accompanied by documentation that confirms or demonstrates compliance with any required “applicable law” as set out in Article 1.1.3.3. of the Building Code.
- C. A permit application filed before October 1, 2005 or a permit application that has been declared by the applicant to be not complete under Subsection A shall:
- (1) Identify and describe in detail the work, use and occupancy to be covered for which the permit application is made;
 - (2) Identify and describe in detail the existing uses and the proposed use for the premises;
 - (3) Describe the land on which the work is to be done;
 - (4) Be accompanied by the plans, specifications, documents and other information necessary for the review of the permit submission, as set out in Schedule D to this article at the end of this chapter and in accordance with the requirements of § 363-5, and including all architectural, structural, required mechanical, plumbing and electrical drawings and details, including shoring drawings and details, where the construction method will require such systems;
 - (5) If required by the Chief Building Official, be accompanied with a report from a professional engineer with respect to the impact of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts;
 - (6) Be accompanied by a deposit equal to the preliminary estimate of the fees required by this article and if the preliminary estimate of the fees required is more than \$20,000 the deposit shall be the greater of \$20,000 or an amount equal to 60 percent of the estimated full building permit fees required by this article;
 - (7) State the names, addresses, and telephone numbers of the owner, applicant, architect, engineer, or other designer for the work applied for;
 - (8) If Section 2.3. of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the form prescribed, that an architect or professional engineer or both have been retained;
 - (9) If Section 2.3 of the Building Code applies, be accompanied by a signed statement from the architect or professional engineer or both on the form prescribed, undertaking to provide a general review;
 - (10) Include where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*;
 - (11) State the estimated valuation of the proposed work, including material, labour and related direct cost associated with the work, exclusive of the cost of the land; and

(12) State the erection and removal date for all temporary buildings.

§ 363-3.2. Demolition.

- A. In addition to the requirements of § 363-3.1B or C, every permit application that includes demolition shall be accompanied by plans, specifications, documents and other information set out in Schedule C to this article, at the end of this chapter.
- B. In addition to the requirements of § 363-3B, every permit application that includes demolition shall:
- (1) If Section 2.3. of the Building Code applies, be accompanied by structural design characteristics of the building and the method and time schedule of demolition;
 - (2) If the application includes the use of explosives during the course of demolition, be accompanied by, at the sole discretion of the Chief Building Official, an undertaking in favour of the City of Toronto, an insurance policy and performance bond, letter of credit or certified cheque, in a form satisfactory to the Chief Building Official, and subject to the following requirements:
 - (a) The applicant, contractor and owner of the property containing the building to be demolished shall each indemnify jointly and severally the City, its officers, servants and agents against all claims of any kind resulting from the demolition.
 - (b) The insurance policy shall:
 - [1] Be a third-party no-deductible liability insurance policy in an amount approved by the Chief Building Official, but providing not less than \$10,000,000 coverage;
 - [2] Include the City, its officers, servants and agents, and the Chief Building Official as additional named insured; and
 - [3] Include a cross-liability clause.
 - (c) The performance bond, letter of credit or certified cheque shall be in an amount approved by the Chief Building Official, but not less than \$25,000, to cover the removal of protective work and to cover any damage occasioned to property of the City.

§ 363-3.3. Partial permit.

- A. Permit applications for part of the building shall be accepted, but on or after October 1, 2005 only if a declaration that the application is not complete has been provided under § 363-3.1A and shall:
- (1) Include an application for the entire project; and

- (2) Include plans and specifications covering the part of the work for which more expeditious approval is desired, together with information pertaining to the remainder of the work as may be required by the Chief Building Official.
- B. Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.
- C. Permit applications for part of the building shall not be accepted for any permit application where the application has been declared complete under § 363-3.1A.

§ 363-3.4. Conditional permit.

- A. In addition to the requirements in § 363-3.1C, where an application for a conditional permit is made under subsection 8(3) of the Act, the application shall:
 - (1) Use the provincial application form;
 - (2) Include complete plans, specifications, documents, and other information as required by this article;
 - (3) State the reason why the applicant or owner believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (4) State the necessary approvals which must be obtained in respect to the proposed building and the time in which such approvals will be obtained; and
 - (5) Be subject to the owner entering into an agreement as provided in subsection 8(3) of the Act.
- B. The Chief Building Official may, where conditions in subsections 8(3) to 8(5) of the Act and Subsection A have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.
- C. Where a conditional permit is issued for all or part of a building or project, the conditional permit does not authorize construction beyond the plans for which approval was given nor imply that approval will necessarily be granted for the entire building or project.

§ 363-3.5. Change in use.

- A. Even though no construction is proposed, no person shall change the use of a building or permit the change of use of a building or part of it, which would result in an increase in hazard as determined by the Building Code, unless a permit has been issued by the Chief Building Official.

- B. In addition to the requirements of § 363-3.1B or C, where an application is made for a change of use permit under subsection 10(1) of the Act the application shall:
- (1) Use the form approved by the Chief Building Official;
 - (2) Describe the building or part of it in which the occupancy is to be changed; and
 - (3) Include plans and specifications which show the current and proposed occupancy of all parts of the building, and include sufficient information to establish compliance with the requirements of the Building Code, including but not limited to floor plans, details of wall, floor and roof assemblies identifying required fire-resistance ratings and load-bearing capacities.

§ 363-4. Abandoned permit.

- A. Where an application for a permit remains inactive or incomplete for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned without any further notice.

§ 363-5. Plans and specifications.

- A. Every applicant for a permit shall furnish:
- (1) With each application for a building permit, sufficient plans, specifications and documents, as outlined in Schedule D to this article at the end of this chapter, to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code, and any other applicable law; and
 - (2) A site plan referenced to a current plan of survey certified by an Ontario Land Surveyor, and a copy of the survey shall be filed with the City unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code or any other applicable law.
- B. As part of the first building permit application on each lot within a newly created plan of subdivision, the application shall include a lot grading and building siting control plan prepared by a professional engineer.
- C. As part of the first building permit application on each lot within a newly created plan of subdivision, the application shall include a site certificate of conformance prepared by a professional engineer that the building permit drawings conform to the subdivision grading and building siting control plan and the lot grading and building siting control plan.

- D. The site plan referred to in Subsection A(2) shall include:
- (1) Lot size and dimensions of the property and setbacks to any existing or proposed buildings;
 - (2) Existing and finished ground elevations of the property and the elevations of the streets abutting the property;
 - (3) Existing rights-of-ways, easements and municipal services;
 - (4) Dimensions of setbacks of proposed buildings from buildings located on the adjacent lots; and
 - (5) Dimensions of setbacks of buildings located on the adjacent lots from their respective front property lines.
- E. Plans submitted under Subsection A and as outlined in Schedule D to this article, at the end of this chapter, shall be legible and be drawn to scale upon paper or other suitable and durable material.
- F. The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with the application for a permit, having regard for the requirements of any Act, regulations or by-law respecting the examination or circulation or both of plans.
- G. The Chief Building Official may require the additional information to be provided any time prior to the completion of work.
- H. On completion of the construction of a building, the Chief Building Official may require a set of as-constructed plans, including a plan of survey showing the location of the building.
- I. Plans and specifications furnished according to this article or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

§ 363-6. Fees.

- A. The Chief Building Official shall determine the required fees for the proposed work, calculated in accordance with Schedule A to this article, at the end of this chapter, and the applicant or owner shall pay the fees.
- B. Refusal of permit.
- (1) No permit shall be issued until the full fees for it have been paid.

- (2) Despite Subsection B(1), where permit fees are greater than \$20,000, a part permit for excavation and shoring may be issued before the full fees have been paid if the deposit required under § 363-3.1C(6) has been paid.
- C. An additional re-examination fee of 25 percent of the total permit fee payable will be required to be paid prior to the issuance of the permit for any permit application made where the application was declared to be a complete application under § 363-3.1A and the initial review revealed that the application was not in compliance with any of the applicable laws referred to in the Building Code.
- D. Where an applicant or owner submits and pays in full for a pre-application applicable law review as defined in § 363-1, the fees for the review shall be credited in full to the subsequent permit application and reduce the amount to be paid under § 363-5A.
- E. Upon written request the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Schedule A to this article provided that the request is received no later than one year after the application in the case of:
- (1) Withdrawal of the application;
 - (2) Abandonment of an application under § 363-4;
 - (3) Refusal to issue a permit; or
 - (4) A request for revocation of a permit under clause 8(10)(e) of the Act.

§ 363-7. Revocation of permit.

- A. Before revoking a permit under clause 8(10)(b) or (c) of the Act, the Chief Building Official shall serve the permit holder with written notice of the intention to revoke the permit.
- B. Before revoking a permit under clause 8(10)(a), (d), (e) or (f) of the Act, the Chief Building Official may serve the permit holder with written notice of the intention to revoke the permit.
- C. A notice under Subsection A or B, may be served personally or by registered mail sent to the last known address of the permit holder, and if a notice is served by registered mail, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the third day after the day of mailing.
- D. If on the expiration of 30 days from the date of service of notice of intention to revoke a permit, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.
- E. Upon revocation of a permit, the Chief Building Official has the sole discretion to dispose of any plans or any other information submitted with the permit application, or to return any of them to the permit holder.

§ 363-8. Deferral of revocation.

- A. A permit holder may within 30 days from the date of service of a notice under § 363-7 request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked.
- B. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.
- C. The non-refundable fee for a request for a deferral, set out in Schedule A to this article, at the end of this chapter, shall accompany a request for deferral.

§ 363-9. Transfer of permit.

- A. Permits and permit applications are transferable only upon the current permit holder and previous owner giving written authorization for the transfer to the new owner and upon issuance of a transfer permit the new owner shall then be the permit holder.
- B. The fee set out in Schedule A to this article shall be paid by the permit holder.

§ 363-10. Notifications for inspections.

- A. The permit holder shall give notices for inspections for each stage of construction required under Article 2.4.5.1. of the Building Code to the Chief Building Official at least two business days in advance of each stage of construction specified in it.
- B. The permit holder shall give notices for inspections respecting the stage of construction under Clause 2.4.5.2.(1)(d), (f) and (g) of the Building Code to the Chief Building Official at least two business days in advance of each stage of construction specified in it.
- C. A notice given under this section is not effective until the Chief Building Official actually receives written or oral notice.
- D. Upon actual receipt of a notice, the inspector shall undertake a site inspection of the building to which the notice pertains in accordance with the time periods stated in Article 2.4.5.3. of the Building Code for notification given under Subsection A.

§ 363-10.1. Pre-application request for applicable law review.

- A. Every request for a pre-application applicable law review shall:
 - (1) Identify and describe in detail the work, use and occupancy to be covered for which the proposal is made;
 - (2) Identify and describe in detail the existing use and proposed use for which the premise is intended;

- (3) Be accompanied by sufficient plans and specifications in accordance with § 363-5 including a site plan referenced to a current plan of survey and complete architectural drawings and details to enable the Chief Building Official to determine whether the proposal complies with the City's zoning by-laws; and
 - (4) Be accompanied by documents and information relating to applicable law as set out in Sentence 1.1.3.3(1) of the Building Code.
- B. An applicant or owner shall pay a fee at the time of request for a pre-application applicable law review that is equal to 25 percent of the calculated permit fees in accordance with Schedule A to this article, at the end of this chapter.
- C. The Chief Building Official shall provide to an applicant or owner who submits a request for a pre-application applicable law review with:
 - (1) A notice of applicable law compliance stating that the proposal complies with all applicable law in Sentence 1.1.3.3.(1) of the Building Code; or
 - (2) An examiner's notice identifying in detail areas of non-compliance and additional information that is required to determine compliance with applicable law.
- D. The notice referred to in Subsection C shall be sent to the applicant or owner who made the request.
- E. If a notice is given under Subsection C(2) identifying non-compliance or requiring additional information, the applicant or owner may, without paying an additional fee, submit the additional information and request that a re-examination of the proposal be made and the Chief Building Official shall then provide a notice under Subsection C(1) or (2).
- F. Where after a re-examination additional submissions are made by the applicant or owner requesting further examination for a pre-application applicable law review, the applicant or owner shall, before the issuance of a notice under Subsection C(1), pay additional fees based on the hourly rate of examination set out in Schedule A to this article at the end of this chapter.
- G. If substantial changes are made to a proposal after an applicable law review has been completed, a new request for pre-application applicable law review must be made which shall be accompanied by the full fees in accordance with Subsection B.
- H. All plans, specifications and documents submitted for pre-application applicable law review will be retained on file in accordance with the City's retention by-law but in no case shall retention be less than one year from the date of notice.

2. Schedules to Chapter 363.

Chapter 363, Building Construction and Demolition, is also amended as follows:

- A. By deleting Schedules A and B to Ch. 363, Art. I, Classes of Permits.
- B. By renumbering Schedule C to Ch. 363, Art. II as Schedule E.
- C. By amending § 363-12A by deleting “Schedule C” and substituting “Schedule E”.
- D. By adding the following schedules as set out in Schedule 1 at the end of this by-law:
 - (1) Schedule A to Chapter 363, Article I, Classes of Permits and Permit Fees.
 - (2) Schedule B to Chapter 363, Article I, Declaration Form for Time Frames.
 - (3) Schedule C to Chapter 363, Article I, Demolition Permit Application Information.
 - (4) Schedule D to Chapter 363, Article I, Drawing Submission Requirements.

3. Repeal two-stream permit system transition provisions.

- A. Section 363-3.1, as enacted under section 1 of this by-law, is amended as follows:
 - (1) Subsection A is amended by deleting “On or after October 1, 2005, every” and substituting “Every”.
 - (2) Subsection C is amended by deleting “A permit application filed before October 1, 2005 or a” and substituting “A”.
- B. Section 363-3.3A, as enacted under section 1 of this by-law, is amended by deleting “, but on or after October 1, 2005 only if” and substituting “for applications where”.

4. In force date.

- A. Except as provided in Subsection B, this by-law comes into force on the earlier of the date of passing by City Council or July 1, 2005.
- B. Section 3 of this by-law, come into force on October 1, 2005.

ENACTED AND PASSED this 16th day of June, A.D. 2005.

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

**SCHEDULE 1
SCHEDULE A TO CH. 363, ART. I
CLASSES OF PERMITS AND PERMIT FEES**

1. Permit fees shall be calculated based on the formula given below unless otherwise specified in this schedule:

$$\text{Permit fee} = \text{SI} \times \text{A}$$

Where SI = Service Index for classification of the work proposed
A = Floor area in m² of work involved

2. A minimum fee of \$84.00 shall be charged for all work.
3. Class of Permits and Permit Fees

A. Construction

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Group A (Assembly Occupancies)	
All recreation facilities, schools, libraries, places of worship, theatres restaurant (finished), arenas/gymnasiums/pools	21.00
Restaurants (shell)	17.58
Open public swimming pools	5.65
Transit stations, subways, bus terminals	16.25
All other Group A buildings	21.00
Group B (Institutional Occupancies)	
Institutional, hospitals, nursing homes and other Group B buildings	22.35
Group C (Residential Occupancies)	
Single family dwellings, semis, townhouses, duplexes, live/work units	12.60
All other multiple unit buildings, motels above 2 stories and hotels	19.95
Certified plans – housing:	
For certification of plans	6.30
Permits for certified plans	10.70
All other residential occupancies	12.60
Group D (Business and Personal Service Occupancies)	
Office buildings (shell), all other Group D buildings (shell)	13.20
Office buildings (finished), banks, medical clinics, fire halls and all other Group D buildings (finished)	16.60
Group E (Mercantile Occupancies)	
Mercantile occupancies, retail stores (shell)	10.70
Retail stores (finished), department stores, supermarkets and all other Group E buildings (finished)	14.10

A. Construction

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Group F (Industrial Occupancies)	
Industrial buildings, warehouses, self storage buildings (shell - less than 7,500 m ²)	8.40
Industrial buildings (finished – less than 7,500 m ²)	11.55
Industrial building, warehouses, self storage buildings (shell – greater than 7,500 m ²)	6.80
Industrial buildings (finished – greater than 7,500 m ²)	10.20
Gas stations, car washes	10.50
Parking garages (underground, open air)	5.50
All other Group F buildings	11.55

B. Alterations and Renovations**Interior Alterations (Partitions, Finishings, Etc.)**

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Groups A, B and D	3.40
Groups C, E and F	3.15

C. Demolition

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
All buildings and occupancies	0.11
Environmental review (in addition to Service Index)	700.00
Implosion (in addition to Service Index)	1,575.00

D. Designated Structures (O.B.C. 2.1.2.)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Communication tower	288.75/structure
Crane runway	288.75/structure
Exterior tank and support	288.75/structure
Pedestrian bridge	288.75/structure
Retaining wall	8.40/linear metre
Satellite dish, solar collector	288.75/structure

E. Stand Alone and Miscellaneous Work

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Air supported structures	6.00
Balcony guards (replacements)	1.57/linear metre
Balcony repairs	14.70/balcony
Basements – finishing – in dwellings/townhouses	4.20
Basements – unfinished – non-residential	4.20
Canopy without enclosure	4.50
Ceilings (added or replacement)	0.42
Demising walls (no other construction)	4.20
Electromagnetic locks	31.50 each – maximum 315.00
Emergency lighting	36.75/storey – maximum 367.50
Farm buildings	7.35
Fire alarms	52.50/storey – maximum 525.00
Fire doors retrofit	21.00 each – maximum 315.00
Fireplaces, wood stoves	84.00 each
Mechanical service spaces and penthouses	7.35
Parking garage repairs:	
Slab reconstruction	4.20
All other repairs	1.57
Portable classrooms:	
Permits for non-certified portable classrooms	105.00/portable
For certification	105.00/portable
Permits for certified portable classrooms	52.50/portable
Repairs or re-cladding of walls, re-roofing (non-structural)	0.52
Re-roofing with structural work, raise roof structure	4.20
Residential decks, porches, carports	84.00 each
Shoring	8.40/linear metre
Single family detached garages, accessory structures	84.00 each
Sprinklers	0.42
Standpipes (retrofit)	36.75 each – maximum 367.50
Temporary structures:	
Tents	
Tent (to certify)	84.00 up to two tents – 26.25 each additional tent
Permit for certified tent	84.00 per tent
All other temporary tents	1.05/m ² up to 225m ² , plus 0.26 m ² for additional area over 225m ²
Trailers, sales pavilions and temporary buildings	10.50
Underpinning	8.40/linear metre
Window replacements (except for single family dwelling)	2.10 each

F. Stand Alone Mechanical Work

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Heating, Ventilating and Air Conditioning (HVAC)	
Group A and B	
Assembly, institutional, restaurants	1.30
Group C	
Single family detached or attached dwellings, townhouses:	
Heating and ventilating only, complete with new ductwork, etc.	131.25 flat fee
Heating, ventilating and air conditioning	183.75 flat fee
Boiler/furnace replacement	105.00 flat fee
A/C unit addition	105.00 flat fee
Other Group C buildings	0.95
Group D and E	
All Group D and E buildings	1.05
Group F	
Small buildings (up to 230 m ²)	157.50 flat fee
Laboratories	1.30
Parking garages	0.26
All other Group F buildings (more than 230 m ²)	0.73
HVAC Alterations	
Add-on system (unit heater, make-up air unit, exhaust fan) and/or ductwork alterations	131.25 flat fee
Boiler/furnace replacement or A/C unit	262.50 flat fee
Special Ventilation Systems	
Commercial kitchen exhaust, spray booth, dust collector, etc.	315.00 flat fee
Plumbing and Drainage Systems	
Fixtures/equipment/roof drains:	
Single-family dwelling	15.75 each
All other buildings	21.00 each
Piping for single-family detached or attached dwellings:	
Water services, sanitary and storm buried piping	84.00 flat fee
Repairs, replacement and additions of buried plumbing and drainage piping, pool drains	84.00 flat fee
Piping for all other buildings:	
Inside sanitary and storm piping	1.78/linear metre
Outside water services, sanitary and storm piping	1.78/linear metre
Other Plumbing Work	
Manholes, catch basins, interceptors and sumps complete with pumps	26.25 each
Backflow prevention (devices requiring testing)	63.00 each
Private sewage systems:	
Holding tank	262.50 flat fee
Septic system	525.00 flat fee

4. Other Charges

ITEM	CHARGE
Additional review fee	If new, additional or revised information is submitted for a permit application which applies to some or all of the permit which has already been reviewed, the greater of \$84.00 or the additional review time spent, measured to the nearest whole hour, multiplied by the rate of \$63.00 per hour. This is to compensate the City for additional work and expense in plan examination.
Authority to occupy before completion	\$315.00 minimum charge PLUS for any examination and inspection time over 5 hours, \$63.00 per hour.
Conditional permit under Section 8(3) of the Building Code Act	Additional fee equal to 10 percent of the full fees for the entire project, with a minimum fee of \$210.00 and a maximum fee of \$2,100.00
Part permit	\$210.00 per permit PLUS \$63.00 per hour for any review time over 1 hour.
Permit for change of use	\$63.00 per hour of examination and inspection time, with a minimum fee of \$210.00
Permit to revise an issued permit	\$63.00 per hour of examination and inspection time
Special Inspection	\$63.00 per hour of inspection time
Transfer of permit	\$84.00 per permit
Routine Compliance Search	\$105.00 flat fee, per address
Construction prior to permit	Additional fee equal to 50 percent of the permit fees for the project, or \$100.00, whichever is greater, to a maximum of \$20,000.00, when construction has commenced prior to the issuance of a building permit authorizing the construction. For construction projects where permit applications are submitted for each stage of construction, the additional fee shall be equal to 50 percent of the permit fees for the stage(s) of construction that has or have commenced prior to the issuance of the building permit authorizing the relevant stage of construction, to a maximum of \$20,000.00
Other applicable fees	Fees for classes of permits or services not described or included in this schedule shall be based on: <ul style="list-style-type: none"> <li data-bbox="610 1768 1446 1831">I. A fee of \$14.70 per \$1,000.00 of prescribed construction value, OR

- II. Where there is no prescribed construction value, a charge of \$63.00 per hour, to account for processing of the permit and inspections. For the purposes of this section, “prescribed construction value” will be calculated based on the Toronto Area Chief Building Officials Committee (TACBOC) Construction Value Standard Schedule that is in effect at the time of the permit application.

5. Interpretation

The following are explanatory notes for the calculation of permit fees:

- (a) The floor area of the proposed work is measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
- (b) For interior alterations or renovations, the area of proposed work is the actual space receiving the work.
- (c) Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and balconies are to be included in all floor area calculations.
- (d) Except for interconnected floor spaces, no deductions are made for openings within the floor area.
- (e) Unfinished basements and attached garages for single detached, semi-detached, duplex and townhouse dwellings are not included in the floor area.
- (f) Fireplaces, porches, decks etc. are included in the permit fee for single detached, semi-detached, duplex and townhouse dwellings.
- (g) Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- (h) Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- (i) Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- (j) Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.

- (k) The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

6. Refunds

The amount of fees refundable shall be calculated based on the total required fee, as follows:

- (a) 75 percent if the application is cancelled prior to review.
- (b) 50 percent if the application cancelled prior to permit issuance.
- (c) 40 percent if a permit has been issued and the project has been cancelled, minus \$84.00 for each field inspection performed up to the cancellation date.
- (d) In cases where the deposit paid is less than the total required fee calculated using this schedule, the amount of the refund shall be reduced by the amount owing.
- (e) No refund is due for any charges paid under Section 4 of this Schedule A or for certification of plans.
- (f) If the amount of fees refundable as calculated under this section is less than the minimum permit fee applicable to the work, there shall be no refund.
- (g) The refund shall be made payable to the party who paid the permit fees, or to other persons authorized in writing by the party who paid the permit fees.
- (h) Refunds shall be issued up to two years from the date of withdrawal, abandonment, refusal to issue a permit or request for revocation of a permit.
- (i) Refunds shall be calculated in accordance with the refund schedule in effect at the time the refund request is made.

SCHEDULE B TO CH. 363, ART. I,



Declaration for Time Frames

District Offices:

- | | | | |
|--------------------------------------|--------------|--|--------------|
| <input type="checkbox"/> North York | 416-395-7000 | <input type="checkbox"/> Toronto and East York | 416-392-7539 |
| <input type="checkbox"/> Scarborough | 416-396-7526 | <input type="checkbox"/> Etobicoke York | 416-394-8002 |

Application No. _____

IN THE MATTER OF an application for a permit as described below, pursuant to the City of Toronto Municipal Code, Chapter 363 and the Building Code Act, 1992, S.O. 1992, c. 23, as amended

Please type or print in ink

Project Location and Description		IBMS Property RSN:	
Street No.	Street Name	Lot	Registered Plan No.

Work Description _____

Applicant's Declaration		IBMS People RSN:	
I, Last Name	First Name	Area Code and Telephone No.	
Company Name (if applicable)			
of Street No. and Name	Apt./Unit No.	Area Code and Fax No.	
City	Province	Postal Code	Area Code and Mobile / Pager No.

DO DECLARE THAT:

1. I am

- the owner of the land as described above and I am making this declaration as part of an application for a permit on this land.
- the person authorized by the owner of the land (owner's agent) as described above and I am making this declaration as part of an application for a permit on this land.

2. The application for a permit is:

- a complete application that does not contravene any applicable law, within the meaning of section 8 of the *Building Code Act*, S.O. 1992, c.23 as amended, and that the required documentation to confirm compliance with such applicable law has been submitted with the application and that the time period specified for issuance or refusal of a permit in the Building Code applies to this application, and I acknowledge that if an initial review of this application by the Building Division determines that there is non-compliance with applicable law that an additional payment of twenty five (25%) of the total permit fee related to additional review may be required before the issuance of a building permit.
- not a complete application within the meaning of section 8 of the *Building Code Act*, S.O., c.23 as amended, and that the required documentation to confirm compliance with applicable law has not been submitted with the application and that the time period specified for issuance or refusal of a permit in the Building Code does not apply to this application.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City of Toronto in the Province of Ontario this _____ day of _____ 200__.

.....
 A Commissioner, etc.
 Print name legibly

The personal information on this form is collected under the City of Toronto Act, 1997, Toronto Municipal Code Chapter 363 and the Building Code Act, 1992, and will be used for processing building permit applications and creating aggregate statistical reports. Questions about this collection may be referred to the Customer Service Manager in the appropriate district at the number listed above.

**SCHEDULE C TO CH. 363, ART. I
DEMOLITION PERMIT APPLICATION INFORMATION**

1. Environmental Information:

Details and particulars in respect of the proposed demolition which state:

- (a) Whether there is compliance with Regulation 347 made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19.
- (b) Whether the present owner has or any past owners had generators or a waste generator number.
- (c) Whether there are hazardous or controlled products, as defined in the Workplace Hazardous Materials Information System (WHMIS).
- (d) Whether there is a list of designated substances, including asbestos, as required under section 30 of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.
- (e) Whether there are any fluid storage tanks, above or below grade, on site.
- (f) Whether the structure to be demolished is insulated with urea formaldehyde.
- (g) Whether the structure contains polychlorinated biphenyls (PCBs) as defined under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, Regulation 362.
- (h) Whether the structure contains chlorofluorocarbon (CFC) bearing refrigerant equipment which requires proper handling in accordance with any applicable City by-law respecting CFC's, including the following:
 - (i) Article I, Ozone-Depleting Substances, of Municipal Code Chapter 127, Air Pollution, of the former City of Toronto; and
 - (ii) By-laws respecting CFC of the former Cities of Etobicoke, North York, Scarborough and York and the former Borough of East York.
- (i) The nature of the past and present uses of the premises.
- (j) The precise nature of the waste, as defined under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, and regulations made under that Act that will be generated by the demolition of the structure and the method of waste disposal.
- (k) The method of demolition and whether the method for handling air and dust emissions, recognizing on-site sources, complies with sections 6 and 11 of Regulation 346 made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19.
- (l) What the final grading will be.

- (m) The post-closure plans.
- (n) The proposed enclosure of the land.
- (o) The size of the property on which the structure to be demolished is located.
- (p) Whether there will be discharge of contaminated waters resulting from either a dewatering process, storm runoff or other discharge contrary to any applicable City by-law respecting sewers, including: Chapter 681, Sewers, of the Municipal Code.

2. Use of Explosives Information:

- (a) Evidence that the building is not on a lot in or adjacent to a residential area designated as an “R district” under the applicable zoning by-law.
- (b) A declaration that the contractor shall comply with all applicable law respecting the transportation, storage, handling and use of explosives, including, but not limited to, the *Explosives Act*, R.S.C. 1985, c. E-17, the *Occupational Health and Safety Act*, R.S.O. 1990, c. O1, and the Fire Code, and that, in the absence of legislative requirements, the demolition shall be conducted in accordance with CSA (Canadian Standards Association) standard S350-M1980, Code of Practices for Safety in Demolition of Structures.
- (c) A copy of the letter of retention of a professional engineer experienced in the use of explosives during the course of the demolition that has been retained to undertake the design and general review of all components of the demolition.
- (d) A report on the demolition plan, prepared by the professional engineer described in clause 2(c) of this schedule that includes the following:
 - (i) Structural design characteristics of the building sought to be demolished;
 - (ii) Particulars of the method of demolition describing in detail the dates, times, duties, procedures, safety precautions, explosives, vibrations, noise and dust effect of the method on:
 - 1. The building sought to be demolished;
 - 2. Buildings in the area of influence;

3. Public and private utilities and infrastructures in the vicinity, for example: electricity, sewer, water, telephone, gas, cable, district heating and cooling, streetcar and similar services, and
 4. Residents in the area of influence.
- (e) The measures employed to isolate the building sought to be demolished from its surroundings, and the proposal to inform residents in the area of influence of the demolition.
 - (f) A precondition survey with pictures prepared by the professional engineer depicting interior and exterior conditions of all buildings, public and private utilities, bridges, underground structures and structural improvements, streets and any similar thing, within the area of influence of the demolition.
 - (g) Where, in the opinion of the professional engineer, buildings in the area of influence of the demolition may suffer damage as a result of the use of explosives during the course of the demolition, written consent of the owners of the buildings concerned, giving permission for an in-depth inspection of their structures by the professional engineer prior to demolition, and the results of this inspection shall be included in the demolition plan required under clause 2(d) of this schedule.
 - (h) A letter from the Ministry of Labour confirming that a notice of the project has been filed and that the demolition procedures have been reviewed for compliance with the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1.
 - (i) Where considered appropriate by the Chief Building Official, written approval from any of the following:
 - (i) The City Manager, the Fire Chief, the Medical Officer of Health or any other City official responsible for public works, fire matters, health matters, parks or recreational matters.
 - (ii)
 1. Enwave District Energy Limited.
 2. Toronto Economic Development Corporation.
 3. City Planning division, Heritage Preservation Services.
 4. Toronto Hydro Corporation.
 5. Toronto Police Services Board.
 6. Toronto Transit Commission.
 - (iii) Ontario Ministry of the Environment.

- (iv)
 - 1. Natural Resources Canada.
 - 2. The Toronto Port Authority.
- (v)
 - 1. Bell Canada
 - 2. Enbridge Consumers Gas.
 - 3. Rogers Cable Inc.
- (j) Evidence of the execution of any agreements or undertakings required as part of the written approval required under clause 2(h) of this schedule.
- (k) Evidence of compliance with any other reasonable criteria the Chief Building Official determines to be necessary in respect to the specific property for which the demolition permit is requested.

**SCHEDULE D TO CH. 363, ART. I,
DRAWING SUBMISSION REQUIREMENTS**

Small Building (as defined by OBC 2.20) Non-Residential

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
General				
All drawings to be drawn on standardized sized sheets, drawn to scale	<input checked="" type="checkbox"/>			
Drawings to be sealed, signed and dated by each professional design	<input type="checkbox"/>			
Letter of Undertaking and Commitment to General Review form for each	<input type="checkbox"/>			
Building Code analysis on Building Design Information sheet.	<input type="checkbox"/>	<input type="checkbox"/>		
ASHRAE 90.1 Energy Certification Form.	<input type="checkbox"/>			
Specifications from each design discipline.	<input type="checkbox"/>	<input type="checkbox"/>		
Geotechnical Investigation Report.	<input type="checkbox"/>			
Site Plan				
Property lines and lot area referenced to a current survey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Location of all existing and proposed buildings including setbacks to property lines and distance to other buildings. All parking spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fire route, fire department connections and fire hydrants.	<input checked="" type="checkbox"/>			
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	<input checked="" type="checkbox"/>			
Barrier free information including curb cuts, parking, ramps and all	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Summary of permitted and proposed zoning provisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Key plan showing location of proposed and existing construction.	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Architectural Drawings				
Floor plans identifying rooms and spaces, wall construction and fire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Reflected ceiling plans and associated details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Roof plan and associated details including any screening requirements for mechanical roof top equipment.	<input checked="" type="checkbox"/>			
Building elevations.	<input checked="" type="checkbox"/>			
Building cross sections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Wall sections and details. Stair sections, plan and details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Enlarged detail plans and associated details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Door and room finish schedules if not in specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Structural Drawings				
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof.	<input checked="" type="checkbox"/>			
Shoring and underpinning plans and details.	<input type="checkbox"/>			
Foundation plan and associated details.	<input checked="" type="checkbox"/>			
Floor and roof framing plans including beam and column schedule.	<input checked="" type="checkbox"/>			
Structural connection details.	<input checked="" type="checkbox"/>			
Exterior canopy or other structural framing information.	<input checked="" type="checkbox"/>			

Additional information may be required on a case by case basis applicable

= required

= required where

Small Building (as defined by OBC 2.20) Non-Residential

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
Heating, Ventilation and Air Conditioning				
Layout and sizes of duct at each floor level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Type, location and size of equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof plan showing roof mounted equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat loss and heat gain calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details of specialized systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing				
Site services drawings showing water, storm and sanitary sewers.				
Water and drain layout at each floor level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Plumbing risers and stack loads.	<input type="checkbox"/>			
Material, equipment and fixture specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Storm drainage calculations. Length of water service, sanitary piping and	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Site Services				
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system.	<input type="checkbox"/>			<input type="checkbox"/>
Storm drainage calculations. Total length of water service, sanitary piping and storm piping. Total number of catch basins and manholes.	<input type="checkbox"/>			<input type="checkbox"/>
Storm water management approval or storm drainage calculations.	<input type="checkbox"/>			<input type="checkbox"/>
Electrical Drawings				
Electrical site servicing drawing where separate from Mechanical.	<input checked="" type="checkbox"/>			
Lighting, power, emergency lighting, exit signage and electrical	<input checked="" type="checkbox"/>			
Fire alarm system drawings including alarm riser detail.	<input checked="" type="checkbox"/>			
Other Submissions				
Sprinkler riser diagram and hydraulic calculations. Sprinkler shop	<input type="checkbox"/>	<input type="checkbox"/>		
Drawings showing fire hose cabinets, standpipe risers and other	<input type="checkbox"/>	<input type="checkbox"/>		
Smoke venting information related to high-rise buildings.	<input type="checkbox"/>			

Additional information may be required on a case by case basis applicable

= required

= required where

Small Building (as defined by OBC 2.20) Residential

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
General					
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated.	■	■	■	■	■
Site & Key Plan					
Property lines & lot area referenced to a current survey.	■	■			
Location of all existing & proposed buildings including setbacks to property lines and distance to other buildings.	■	■			
Overall dimensions of all buildings.	■	■			
Summary of permitted & proposed zoning provisions.	■	■	□		
Existing & proposed grades. Proposed finished 1 st flr elevations	□	□			
Location of septic bed, connection to existing system, septic tank & other equipment.	□	□			
Key plan showing location of existing & proposed construction.				■	■
Floor & Roof Plans					
Basement floor plan including foundation information & use of	■	□			
Floor plan of every upper level showing use of all spaces.	■	■	■		
Floor plan of every upper level showing structural framing	■	□			
Roof plan.	□	□			
Proprietary floor system layout & manufacturer bearing P.Eng.	□	□			
Roof truss layout & shop drawings bearing P.Eng. seal.	□	□			
Location of all plumbing fixtures.	■	□	□		
Location of gas fireplaces & all solid fuel burning appliances.	□	□	□		
Location of smoke alarms & carbon monoxide detectors.	■	□	□		
Elevations					
Area of exposed building face. Area & percentage of unprotected openings. Required limiting distance.	■	■			
Exterior finishes.	■	■			
Window/door type, locations & sizes including height of sills	■	■			
Roof slope & finish.	■	■			
Exterior stairs, landings guards & handrails.	■	□			
Building Sections					
Floor to floor and floor to ceiling heights.	■	■	□		
Footing & foundation wall details including height of grade	■	□	□		
Specifications of all floor, wall & roof assemblies.	■	■	□		
Shoring or underpinning details.	□	□	□		
Stairs, landings, guards & handrails.	■	□	□		

Additional information may be required on a case by case basis applicable

■ = required

□ = required where

Small Building (as defined by OBC 2.20) Residential

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
Construction Details & Notes					
Typical wall section.	■	<input type="checkbox"/>	<input type="checkbox"/>		
Party wall section. Wall & floor fire separation details.	■	<input type="checkbox"/>	<input type="checkbox"/>		
Typical roof details.	■	<input type="checkbox"/>			
Guard details including connection detail.	■	<input type="checkbox"/>			
Building materials & specifications of all wall, floor & roof	■	<input type="checkbox"/>			
Heating, Ventilation & Air Conditioning					
Layout and sizes of duct at each floor level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Type, location & size of equipment.	<input type="checkbox"/>	<input type="checkbox"/>		■	
Heat loss & heat gain calculations. Duct design calculations.	<input type="checkbox"/>	<input type="checkbox"/>		■	
Duct design calculations for new and/or existing system.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Mechanical ventilation calculations.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Plumbing					
Plumbing fixture count.	<input type="checkbox"/>	<input type="checkbox"/>			■
Connections to City storm, sanitary & water systems.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Septic design calculations including soil reports.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Site Services					
Connections to City storm, sanitary & water systems.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Septic design calculations including soil reports.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes & connection to municipal	<input type="checkbox"/>				
Storm drainage calculations. Total length of water service, sanitary piping & storm piping. Total number of catch basins &	<input type="checkbox"/>				
Storm water management approval or storm drainage	<input type="checkbox"/>				

Additional information may be required on a case by case basis applicable

■ = required

□ = required where

House (as defined by OBC 2.20)

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
General					
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated.	■	■	■	■	■
Site & Key Plan					
Property lines & lot area referenced to a current survey.	■	■			
Location of all existing & proposed buildings including setbacks to property lines and distance to other buildings.	■	■			
Overall dimensions of all buildings.	■	■			
Summary of permitted & proposed zoning provisions.	■	■	□		
Existing & proposed grades. Proposed finished 1 st flr elevations	□	□			
Location of septic bed, connection to existing system, septic tank & other equipment.	□	□			
Key plan showing location of existing & proposed construction.				■	■
Floor & Roof Plans					
Basement floor plan including foundation information & use of	■	□			
Floor plan of every upper level showing use of all spaces.	■	■	■		
Floor plan of every upper level showing structural framing	■	□			
Roof plan.	□	□			
Proprietary floor system layout & manufacturer bearing P.Eng.	□	□			
Roof truss layout & shop drawings bearing P.Eng. seal.	□	□			
Location of all plumbing fixtures.	■	□	□		
Location of gas fireplaces & all solid fuel burning appliances.	□	□	□		
Location of smoke alarms & carbon monoxide detectors.	■	□	□		
Elevations					
Area of exposed building face. Area & percentage of unprotected openings. Required limiting distance.	■	■			
Exterior finishes.	■	■			
Window/door type, locations & sizes including height of sills	■	■			
Roof slope & finish.	■	■			
Exterior stairs, landings guards & handrails.	■	□			
Building Sections					
Floor to floor and floor to ceiling heights.	■	■	□		
Footing & foundation wall details including height of grade	■	□	□		
Specifications of all floor, wall & roof assemblies.	■	■	□		
Shoring or underpinning details.	□	□	□		
Stairs, landings, guards & handrails.	■	□	□		

Additional information may be required on a case by case basis applicable

■ = required

□ = required where

House (as defined by OBC 2.20)

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
Construction Details & Notes					
Typical wall section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wall & floor fire separation details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Typical roof details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Guard details including connection detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Building materials & specifications of all wall, floor & roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heating, Ventilation & Air Conditioning					
Layout and sizes of duct at each floor level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Type, location & size of equipment.	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Heat loss & heat gain calculations. Duct design calculations.	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Duct design calculations for new and/or existing system.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Mechanical ventilation calculations.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Plumbing					
Plumbing fixture count.	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Connections to City storm, sanitary & water systems.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Septic design calculations including soil reports.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Site Services					
Connections to City storm, sanitary & water systems.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Septic design calculations including soil reports.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes & connection to municipal system.	<input type="checkbox"/>				
Storm drainage calculations. Total length of water service, sanitary piping & storm piping. Total number of catch basins & manholes.	<input type="checkbox"/>				
Storm water management approval or storm drainage calculations.	<input type="checkbox"/>				

Additional information may be required on a case by case basis applicable

= required

= required where

Large or Complex Building (as defined by OBC 2.20)

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
General				
All drawings to be drawn on standardized sized sheets, drawn to scale &	■	■	■	
Drawings to be sealed, signed and dated by each professional design	■			
Letter of Undertaking and Commitment to General Review form for each	■	□		
Building Code analysis on Building Design Information sheet	■	□		
ASHRAE 90.1 Energy Certification Form	□			
Specifications from each design discipline	■	□		
Geotechnical Investigation Report	■			
Site Plan				
Property lines and lot area referenced to a current survey	■	□		
Location of all existing and proposed buildings including setbacks to property lines and distance to other buildings. All parking spaces.	■	□		
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	■	□		
Summary of permitted and proposed zoning provisions.	■	□		
Key plan showing location of proposed and existing construction	□		■	
Architectural Drawings				
Floor plans identifying rooms and spaces, wall construction and fire	■	■		
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 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 including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	■			
Shoring and underpinning plans and details	□			
Foundation plan and associated details	■			
Floor and roof framing plans including beam and column schedule	■			
Structural connection details	■			
Exterior canopy or other structural framing information	■			
Heating, Ventilation and Air Conditioning				
Layout and sizes of duct at each floor level	■	□	□	
Type, location and size of equipment	■	□	□	
Roof plan showing roof mounted equipment	□	□	□	
Heat loss and heat gain calculations	□	□	□	
Details of specialized systems	□	□	□	

Additional information may be required on a case by case basis applicable

■ = required

□ = required where

Large or Complex Building (as defined by OBC 2.20)

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
Plumbing				
Site services drawings showing water, storm and sanitary sewers				
Water and drain layout at each floor level	■	□		□
Plumbing risers and stack loads	□			
Material, equipment and fixture specifications	■	□		■
Storm drainage calculations. Length of water service, sanitary piping and storm piping. Number of catch basins and manholes.	□			■
Site Services				
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	□			□
Storm drainage calculations. Total length of water service, sanitary piping and storm piping. Total number of catch basins and manholes.	□			□
Storm water management approval or storm drainage calculations	□			□
Electrical Drawings				
Electrical site servicing drawing where separate from Mechanical	■			
Lighting, power, emergency lighting, exit signage and electrical equipment	■			
Fire alarm system drawings including alarm riser detail	■			
Other Submissions				
Sprinkler riser diagram and hydraulic calculations. Sprinkler shop drawings.	□	□		
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	□	□		
Smoke venting information related to high-rise buildings	□			

Additional information may be required on a case by case basis applicable

■ = required

□ = required where