All application forms, drawings, and related documents shall be submitted electronically in PDF format to build@thebluemountains.ca or by using our secure ShareFile system. Please refer to our Electronic Submission Requirements Document

Application Forms
1. Building Permit Application including Schedule 1 Designer Information Form
2. Owner’s Authorization Form (Required if Applicant is not the Owner)

Required Drawings and Specifications
3. Floor Plans – overall floor plans are required to be submitted, drawn to scale
   (For example: 1/4” = 1 ft or metric scale of 1:50)
   Partial floor plans, photos, or single line drawings will not be accepted. Floor plans shall indicate the following:
   • Room sizes and types (room names, e.g. washroom, bedroom) to be shown
   • Ceiling heights for each room
   • Door and window sizes (including any window wells), depth from base of window to window well, and sill height from grade level
   • Type of wall and ceiling finishes in each room
   • Location of stairs and all hand rails
   • Location and width of all doors
   • Location of smoke alarms, carbon monoxide detectors
   • Location of all plumbing fixtures, including verification of access to laundry facilities
   • Location of heating outlets in each room

4. Note: TBM recommends the following reference material for insulation in basements:
   Best Practice Guide: Full Height Basement insulation
   Performance Guidelines for Basement Envelope Systems & Materials

Fees and Charges
5. Building Permit Fee $250.00

Next Steps
Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until an approved Final inspection is completed and the building permit is closed.

Incomplete permit applications will delay permit processing time. This application must meet the requirements of By-law #2014-18