



Residential Addition or Renovation Permit Guide

Building Permit Requirements

All application forms, drawings, and related documents shall be submitted electronically in PDF format build@thebluemountains.ca or by using our secure [ShareFile](#) system.

Please refer to our [Electronic Submission Requirements Document](#)

Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [EEDS-Performance](#) or [EEDS-Prescriptive](#) Energy Efficiency Design Summary Form
3. For projects with new on-site sewage systems, complete [Schedule 2](#) and [Schedule 3A to D](#) (see also #12 below)
4. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
5. [Entrance Permit Guide](#) (includes Frontage deposit which is required where major work takes place with no entrance changes)

Required Drawings and Information (construction drawings to scale & fully dimensioned)

6. Construction Drawings shall include existing and/or proposed architectural plans and structural plans, including footing & foundation information with dimensions, wall & roof construction details, exterior cladding & roofing material
7. Site Plan and/ or Lot Grading Plan
 - Site-specific Grading Plan designed & stamped by a Professional Engineer, Certified Engineering Technologist, or Ontario Land Surveyor
 - Grading Plan required for all additions 60m²(approximately 645 ft²) or greater
 - Site and/or Grading Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
8. HVAC Design including Heat Loss and Heat Gain Summary (as applicable)
9. Roof Truss Layout
10. Engineered Floor System Layout including any Engineered Beams (LVL, PSL, Paralam)
11. Specifications, information and or copy of previously issued permit for an existing on-site sewage system

Fees and Charges (Minimum Permit Fee \$100.00)

12. Building Permit Fee ADDITION \$16.00/m² (\$1.49/ft²)
13. Building Permit Fee RENOVATION \$3.82/m² (\$0.35/ft²)
14. Wood Burning Fireplace \$100.00

[Approvals from other Agencies are required](#) in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete.

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 Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.