



# Residential Dwelling Municipal Services Permit Guide

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## Building Permit Requirements

All application forms, drawings, and related documents shall be submitted electronically in PDF format [build@thebluemountains.ca](mailto: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. [Town Sewer](#) and [Water Connection](#) Forms, signed by Owner
4. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
5. [Entrance Permit Guide](#)

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

6. Site Plan and/or Lot Grading Plan
  - Site-specific Grading Plan designed & stamped by Professional Engineer or Ontario Land Surveyor (Grading Plan required where the lot is less than or equal to two acres).
  - Site and/or Grading Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
  - Final Grading Certificate required prior to completion of project
7. HVAC Design including Heat Loss and Heat Gain Summary
8. Roof Truss Layout
9. Engineered Floor System Layout including any Engineered Beams (LVL, PSL, Paralam)
10. Other related documents as applicable or as required by the Chief Building Official

### Fees and Charges

11. Building Permit Fee \$16.00/m<sup>2</sup> (\$1.49/ft<sup>2</sup>)
12. [Town Development Charges](#)
13. [County Development Charges](#)
14. Water and Sewer Connection Fees \$100.00
15. Civic Addressing Fee \$250.00
16. Wood Burning Fireplace \$100.00
17. Water Meter \$450.00

[Approvals from other Agencies may be required](#) 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. [Applicable Law information.](#)

### Next Steps

Submit complete application including supporting documentation, electronically to [build@thebluemountains.ca](mailto: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.