



New Accessory Apartment Unit Permit Guide

Building Permit Requirements

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 Document Submission Guide](#) and the [Accessory Apartment Units Building Permit & Approvals Guide](#)

Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
3. [Applicable Law](#)

Required Drawings and Information

4. Site Plan required for detached units to include proposed setbacks to all property lines, area & percentage of lot coverage and location of existing sewer/water connections or onsite sewage system as applicable.
5. Engineered Grading plan for buildings over 60m²
6. Existing Floor Layouts.
7. Construction Drawings including elevations showing Accessory Apartment entrance & emergency egress window / exit.
8. Sections and Wall / Ceiling / Fire Separation Construction Details
9. [TBM Accessory Apartment Units Approvals Guide](#)

Fees and Charges

10. Building Permit Fee New Unit within existing primary dwelling \$250.00
11. Building Permit Fee Detached Unit \$16.00/ Square meter

All drawings must be drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. Drawings in pencil shall be photocopied prior to submission, with the density adjusted so that all information is clear and legible. Every page of the drawings shall include the project address and designer information.

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.

[Applicable Law](#)

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.