



# Non-Residential Permit Guide

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## Building Permit Requirements (Retail space, restaurants, offices)

All application forms, drawings, and related documents shall be submitted electronically in PDF format to [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. [OBC Data Matrix Form](#)
3. [Commitment to General Review Form](#)
4. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
5. [Applicable Law Checklist](#)

### Required Drawings and Information

6. **Architectural Drawings** Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
7. **Structural Drawings** Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
8. **Mechanical and Electrical Drawings** prepared by P. Eng
9. **Project Specifications** (Architectural, Mechanical, and Electrical)
10. **Kitchen Exhaust Design** (NFPA 96) prepared by P. Eng. (where applicable)
11. **Data Matrix** prepared by qualified Designer or Architect
12. **Sprinkler Drawings** and **Hydraulic Calculations** (where applicable)

### Fees and Charges

13. Building Permit Fee ([Group A,B,D,E,F](#))
14. [Town Development Charges](#)
15. [County Development Charges](#)
16. Additional Charge and Fee may apply to new Mezzanines

**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 using the [Applicable Law Checklist](#) as noted above.

### 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.