



# Residential Addition or Renovation Permit Guide

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## Building Permit Requirements

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. [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 #10 below)
4. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)

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

5. Architectural and Structural Drawings designed by a qualified person (BCIN, P. Eng., Arch., C.E.T.)
  - 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
6. 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 60m<sup>2</sup>(approximately 645 ft<sup>2</sup>) or greater
  - Site and/or Grading Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
7. HVAC Design including Heat Loss and Heat Gain Summary (as applicable)
8. Truss Layout to be stamped by the BCIN holder/Engineer/Architect
9. Engineered Floor System Layout including any Engineered Beams to be stamped by the BCIN holder/Engineer/Architect
  - Truss and flooring layouts are to note the size and type of any required hangers
  - Truss and flooring layouts are to note bearing for any multi-ply flooring members and any 2-ply (and greater) girder trusses.
10. Specifications, information and or copy of previously issued permit for an existing on-site sewage system

### Fees and Charges (Minimum Permit Fee \$100.00)

11. Building Permit **Fee ADDITION** \$16.00/m<sup>2</sup> (\$1.49/ft<sup>2</sup>)
12. Building Permit **Fee RENOVATION** \$3.82/m<sup>2</sup> (\$0.35/ft<sup>2</sup>)
13. 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.

### 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.

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