Non-Residential Permit Guide

Building Permit Requirements (Retail space, restaurants, offices)

All application forms, drawings, and related documents shall be submitted electronically through Cloudpermit: www.ca.cloudpermit.com

Required Application Forms

1. Building Permit Application – to be completed in Cloudpermit
2. Schedule 1 Designer Information
3. Commitment to General Review Form
4. Owner's Authorization Form (Required if Applicant is not the Owner)
5. Applicable Law Checklist

Construction Drawings and Specifications

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)

Please Note: All drawings are to be submitted in PDF format, to scale and fully dimensioned in black and white.

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 through Cloudpermit. 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.