

Applicant Manual
Mandatory Building Permit Application Documents

In order to make a Building Permit application, all mandatory documents must be uploaded to the Online Permitting Portal.
You will NOT be able to submit a Building Permit application without these mandatory documents.

Typical Building Permit Application Scenarios

July 2021

Application Scenario #1 - New Build /Construction for a House, Semi-Detached House, Townhouse			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Single/Semi/Townhouse	Single Detached Dwelling	New	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling		FORMS - Commonly Used Applicable Laws
	Street Townhouse		PLANS - Site Plan, Site Services and Survey
	Block Townhouse		PLANS - Architectural Drawing Set
	Stacked Townhouse		PLANS - Mechanical Drawing Set

Application Scenario #2 - Builder Repeat Housing (for Builders only)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Single/Semi/Townhouse	Single Detached Dwelling	New (Repeat Housing)	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling		FORMS - Commonly Used Applicable Laws
	Street Townhouse		PLANS - Site Plan, Site Services and Survey
	Block Townhouse		
	Stacked Townhouse		

Application Scenario #3 - Addition to a House, Semi-Detached House, Townhouse			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Single/Semi/Townhouse	Single Detached Dwelling	Addition	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling		FORMS - Commonly Used Applicable Laws
	Street Townhouse		PLANS - Site Plan, Site Services and Survey
	Block Townhouse		PLANS - Architectural Drawing Set
	Stacked Townhouse		

Application Scenario #4 - Interior Alteration (e.g. Renovation) or Repair (e.g. Structural, Fire, Water Damage) to a House, Semi-Detached House, Townhouse			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Single/Semi/Townhouse	Single Detached Dwelling	Alteration or Repair of Existing Structure	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling		FORMS - Commonly Used Applicable Laws
	Street Townhouse		PLANS - Architectural Drawing Set
	Block Townhouse		
	Stacked Townhouse		

Application Scenario #5 - New Accessory Structure (e.g. Garage, Carport, Cabana, Deck, Shed, Greenhouse (Residential) to a House, Semi-Detached House, Townhouse			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Accessory Residential Buildings	Attached Garage	New or Addition	FORMS - Application to Construct or Demolish
	Detached Garage		FORMS - Commonly Used Applicable Laws
	Carport		PLANS - Site Plan, Site Services and Survey
	Cabana/Deck/Gazebo/Shed		PLANS - Architectural Drawing Set
	Greenhouse (Residential)		

Application Scenario #6 - Alteration (e.g. Renovation) or Repair (e.g. Structural, Fire, Water Damage) to an Accessory Structure for a House, Semi-Detached House or Townhouse property			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Accessory Residential Building	Attached Garage	Alteration or Repair of Existing Structure	FORMS - Application to Construct or Demolish
	Detached Garage		FORMS - Commonly Used Applicable Laws
	Carport		PLANS - Architectural Drawing Set
	Cabana/Deck/Gazebo/Shed		
	Greenhouse (Residential)		

Application Scenario #7 - Secondary Suite to a House, Semi-Detached House or Townhouse			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Secondary Suites	Single Detached Dwelling	New	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling		FORMS - Commonly Used Applicable Laws
	Street Townhouse		PLANS - Site Plan, Site Services and Survey PLANS - Architectural Drawing Set

Application Scenario #8 - New Construction or Addition to a Designated Structure (e.g. Tent, Retaining Wall, Barn/Shed/Greenhouse - Agricultural)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Designated Structure	Barn/Shed/Greenhouse - Agricultural	New or Addition	FORMS - Application to Construct or Demolish
	Retaining Wall		FORMS - Commonly Used Applicable Laws
	Tent		PLANS - Site Plan, Site Services and Survey PLANS - Architectural Drawing Set

Application Scenario #9 - Entire Demolition of a House, Semi-Detached House (both halves), Townhouse Block, Detached Garage, Cabana, Deck, Shed, Greenhouse (Residential)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Demolition Only	Single Detached Dwelling	Residential Demolition	FORMS - Application to Construct or Demolish
	Semi-Detached Dwelling (both sides)		FORMS - Commonly Used Applicable Laws
	Block Townhouse		APPROVALS - Heritage
	Stacked Townhouse		PLANS - Site Plan, Site Services and Survey
	Attached Garage		
	Detached Garage		
	Carport		
	Cabana/Deck/Gazebo/Shed		
	Greenhouse (Residential)		

Application Scenario #10 - Entire Demolition of a Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Demolition Only	Bank	Non-Residential Demolition	FORMS - Application to Construct or Demolish
	Condo. Apartment Building		FORMS - Commonly Used Applicable Laws
	Hotel/Motel		APPROVALS - Heritage
	Multi-Use (Comm. Speculative)		PLANS - Site Plan, Site Services and Survey
	Multi-Use (Ind. Speculative)		
	Office Building		
	Retail Store Unit		
	Parking Garage (Commercial)		
	Public Garage		
	Rental Apartment Building		
	Service Station		
	Single Use (Industrial)		
	Underground Garage (Residential Building)		

Application Scenario #11 - Plumbing works only for a House, Semi-Detached House, Townhouse (e.g. Adding/Relocating Sink/Toilet/Shower, New Water Service, Drains and Venting, Site Servicing)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Plumbing / Site Services	Plumbing - Housing	Plumbing Conversion (Septic to Municipal)	FORMS - Application to Construct or Demolish
		Site Service - Plumbing, Water Service Mains and Fire Service	FORMS - Commonly Used Applicable Laws
		Water Service, Drains and Venting System	FORMS - Residential Plumbing Data Form

Application Scenario #12 - Plumbing works only for a Industrial, Commercial, Institutional or High-Rise Residential Building (e.g. Adding/Relocating Sink/Toilet/Shower, New Water Service, Drains and Venting, Site Servicing)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Plumbing / Site Services	Plumbing - Non Housing	Site Service - Plumbing, Water Service Mains and Fire Service	FORMS - Application to Construct or Demolish
		Water Service, Drains and Venting System	FORMS - Commonly Used Applicable Laws
			FORMS - Non-Residential Plumbing Data Form

Application Scenario #13 - Plumbing works only - Installing a Backflow Prevention Device			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Plumbing / Site Services	Plumbing - Non Housing	Water Service, Drains and Venting System	FORMS - Application to Construct or Demolish FORMS - Commonly Used Applicable Laws FORMS - Non-Residential Plumbing Data Form APPROVALS – Backflow Prevention Device Installation Requirement

Application Scenario #14 - Wall Sign, Ground Sign, Pylon Sign, Awning Sign			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Sign - Wall/Ground/Awning	Sign Fixed (Wall, Ground, Pylon)	New, Addition, Alteration or Repair of Existing Structure	FORMS - Application to Construct or Demolish FORMS - Commonly Used Applicable Laws PLANS - Architectural Drawing Set

Application Scenario #15 - Billboard Sign (Third Party Advertising)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Sign - Billboard	Sign, Billboard (Third Party Advertising)	New, Addition, Alteration or Repair of Existing Structure	FORMS - Application to Construct or Demolish FORMS - Commonly Used Applicable Laws PLANS - Architectural Drawing Set

Application Scenario #16 - Individual Septic System (New or Alteration, Field or Septic Tank)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Septic System Approval	Single Detached Dwelling	Septic Tank - (Alterations) or Septic Tank - (New)	FORMS - Application to Construct or Demolish
	Non-Residential		FORMS - Commonly Used Applicable Laws PLANS - Site Plan, Site Services and Survey

Application Scenario #17 - New Construction or Addition to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	New or Addition	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Professional Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Site Plan, Site Services and Survey
	Eating Establishment		PLANS - Architectural Drawing Set
	Hotel/Motel		PLANS - Mechanical Drawing Set (incl. Plumbing)
	Manufacturing Use Unit		PLANS - Structural Drawing Set
	Multi-Use (Comm. Speculative)		
	Multi-Use (Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Temporary Sales Office/Sales Pavilion			
Warehouse Use Unit			

Application Scenario #18 - Interior Alteration (Renovation) to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Interior Unit Alteration	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Architectural Drawing Set
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
	Temporary Sales Office/Sales Pavilion		
	Warehouse Use Unit		

Application Scenario #19 - Foundation only (not Conditional) to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Foundation - Only	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		PLANS - Site Plan, Site Services and Survey
	Cinema/Theatre		
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
	Warehouse Use Unit		

Application Scenario #20 - New Construction for Above Grade Construction only to an Industrial, Commercial, Institutional or High-Rise Residential Building (Note: previous Foundation only Building Permit required)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Super Structure - Only	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Structural Drawing Set
	Eating Establishment		PLANS - Architectural Drawing Set
	Hotel/Motel		PLANS - Mechanical Drawing Set (incl. Plumbing)
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
	Warehouse Use Unit		

Application Scenario #21 - Alternative Solution to an Industrial, Commercial, Institutional or High-Rise Residential Building (separate Building Permit application required for main building permit application)			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Alternative Solutions	FORMS - Application to Construct or Demolish
	Banquet Hall		
	Business and Prof. Office Unit		
	Cinema/Theatre		
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Warehouse Use Unit			

Application Scenario #22 - Change of use (no construction required) to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Change of Use	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Architectural Drawing Set
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Warehouse Use Unit			

Application Scenario #23 - Fire Protection System (New or Alteration) to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Fire Protection Systems	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		
	Cinema/Theatre		
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Warehouse Use Unit			

Application Scenario #24 - HVAC only to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	HVAC Only	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Mechanical Drawing Set (incl. Plumbing)
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Warehouse Use Unit			

Application Scenario #25 - Repair of Existing Structure to an Industrial, Commercial, Institutional or High-Rise Residential Building			
Application Type	Sub Type	Work Type	Mandatory Documents to Submit Online
Building - Industrial / Commercial / Institutional / High-Rise Residential	Bank	Repair of Existing Structure	FORMS - Application to Construct or Demolish
	Banquet Hall		FORMS - Commonly Used Applicable Laws
	Business and Prof. Office Unit		FORMS - Land and Building Use Declaration
	Cinema/Theatre		PLANS - Architectural Drawing Set
	Eating Establishment		
	Hotel/Motel		
	Manufacturing Use Unit		
	Multi-Use (Comm. Speculative)		
	Multi-Use(Ind. Speculative)		
	Office Building		
	Parking Garage (Comm. Speculative)		
	Professional Services Unit		
	Public Garage		
	Recreation Facility (Commercial)		
	Retail Store Unit		
	Service Station		
	Single Use (Industrial)		
Warehouse Use Unit			

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