

Commercial, Industrial and Large Residential Buildings



Permit Application Submission Requirements

Information Required

When applying for a building permit you must provide certain basic information about the construction for the application to be complete and accepted by the Building Division. If you do not have all of this information, your application is incomplete and cannot be processed. Typical documentation that is required includes, but is not limited to the following indicated below.

If you do not have all of this information, your application is incomplete and cannot be processed. Please ensure that you have the following before applying for a building permit:

- The municipal address and/or lot and plan number.
- The market value of construction.
- Payment of all applicable fees. Please refer to the Building Permit Fees schedule.
- Name, address and phone number(s) for the owner(s), architect/designer and/or engineer.
- The building area (m²) of work (if applicable, include break down of new, renovation and existing areas)
- In the case of renovations, what work is taking place: only building, only plumbing, or both.

Drawings Required

Building permit applications for proposed construction of this nature typically require drawings such as architectural, structural, mechanical (HVAC, plumbing, sprinkler) and electrical that clearly explain the full scope of work. This applies to both new buildings, as well as to renovations or additions to existing buildings.

Note: In most circumstances an architect and/or engineer will be required for a building permit application. Please contact the Ontario Association of Architects at OAA.on.ca or the Professional Engineers of Ontario PEO.on.ca to determine when a professional design is and is not required.

Professional Undertaking The Work	Design Information Required by Professional Undertaking Work
Architectural	site plan, floor plans, reflected ceiling plans, roof plan, elevations, building sections, wall sections, details, door and window schedules, specifications
Civil	site works such as plumbing, storm water, sewer; lot grading
Landscape Plan	Refer to Zoning By-law to determine when required
Structural	foundations, floor plans, column schedules, rack storage, details and specifications
Mechanical	plumbing and HVAC plans, sprinkler drawings, details and equipment schedules
Electrical	lighting, power, fire alarm plans, details and schedules

Drawings must accompany the application to show clearly what is being built and where it is being built. A copy of the plan of survey to use as a basis to prepare a site plan, landscape plan and civil plan will likely be required.

The site plan must show things such as; all existing buildings, the location of the new construction, setbacks from all lot lines, grading information, parking/driveway(s), streets, a comprehensive list of the site statistics that are required for site plan approval, and a north arrow.

Building plans must be to scale and clearly show all floor levels, walls, use of all rooms, windows,

doors, dimensions, construction details, and must include a cross section and elevations as required for each professional discipline (architectural, structural, mechanical, etc). For renovations and/or additions, drawings must clearly indicate what is existing, and what is proposed work.

- Two (2) complete site, grading and drainage plans along with,
- One (1) copy of your existing plan of survey.
- Two (2) complete sets of building plans for all applicable professional disciplines. **Ensure that all drawings are collated in the order listed below and stapled. The maximum permitted drawing size is 760mm x 1067mm (30" x 42").**
 - Architectural (Detailed Building Matrix, in addition to a Part 11 matrix where applicable)
 - Civil
 - Landscape
 - Structural
 - Mechanical (plumbing, HVAC, sprinkler, equipment schedules, specifications, etc)
 - Electrical (lighting, power, fire alarm, etc)
- Two (2) copies of all pre-engineered systems and/or components (roof or floor truss, etc)
- One (1) copy of SB-10 project information and compliance forms
- One (1) copy of Soils Report for the site.
- One (1) copy of all Applicable Law related to the municipal property (eg: Otonabee Region Conservation Authority, Committee of Adjustment, Amendment to Zoning By-law, Public Health).
- Two (2) copies of the comprehensive list of Site Statistics (refer to Zoning By-law or Planning Division)
- One (1) copy of the Commitment to General Review (completed by the Owner and all professionals)
- One (1) Authorization to Act as Agent form
- One (1) copy of the Soils Report
- Approval documentation for applicable compliances with by-laws, resolutions or regulations (ORCA, Site Plan Approval, Public Health, Committee of Adjustment, Airport Obstacle, Development charges fee paid, In lieu parking fee paid, etc)

Provide the professional seal of the individual taking responsibility for the design as part of the documentation submitted for building permit application.

The Ontario Building Code (OBC) can be found on e-laws: www.ontario.ca/laws/regulation/120332

Note: Please ensure that you have all the required information, application fee and plans so there are no delays in accepting or processing your application.

No construction or demolition is to commence before a permit is issued.

<https://www.peterborough.ca/en/doing-business/building-services-and-permits.aspx>

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