

City of Mississauga

Building Permit Guide

For Houses and Small Buildings of Residential Use

Planning and Building

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Effective as of Spring 2007



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This guide explains the process of applying for a building permit from the City of Mississauga for construction projects of residential use.

These projects include the construction of, additions to and alterations of, single family dwellings, decks, sheds, gazebos, cabanas and other small buildings of residential use which are not more than 3 storeys in building height and not more than 600m² in building area.

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Frequently asked questions

What is a Building Permit?

- Under the Ontario Building Code Act, it is unlawful for anyone to start any construction or demolition work before obtaining a permit. A Building Permit is legal permission to begin construction or demolition.
- Building Permits are issued by the Building Division, Planning and Building Department.

Why is it Important?

- Building Permits ensure that local zoning by-laws, life, health, structural safety standards and other applicable law are met. Construction regulations dictate what types of construction are allowed in the community and ensure that the construction meets minimum building standards to safeguard the life, health and safety of the building's occupants.
- The Building Permit Process protects each homeowner's interests, as well as the interests of everyone in the community.
- By obtaining a Building Permit, homeowners, designers and contractors have access to the professional expertise of the City's Building Division staff for assistance with design and construction issues.
- Typically, the designer or contractor will obtain the Building Permit. However, it is ultimately the homeowner's responsibility to ensure that a Building Permit is obtained when required and that the construction complies with all regulations and by-laws.

When is a Building Permit required?

- Under the Ontario Building Code Act, a Building Permit is required for the construction or alteration of any structure greater than 10m² (107.64 ft²) in area.
- For every property in the City of Mississauga, The Zoning By-law specifies what permitted uses and regulations apply such as setbacks, coverage, height, and size of buildings or structures.
- The Zoning By-law requirements apply to ALL construction, regardless of whether or not a Building Permit is required under the Ontario Building Code Act.

Please see page 4 for more details.



When is a Building Permit required?

A Building Permit *IS* required to:

- Construct/demolish a house or addition to an existing house
- Construct/demolish an attached or a detached garage
- Construct a deck – greater than 10m² (107.64 ft²) in area and all decks attached to the house which are greater than 600mm (2 ft) above adjacent grade
- Construct a porch or a balcony
- Construct a basement walkout
- Construct/demolish a detached accessory structure greater than 10m² (107.64 ft²)
- Construct a heated or unheated sunroom
- Erect tents greater than 60m² or all tents erected within 3.0 m of a building
- Construct roofing with structural work (i.e.- adding new dormers, skylights)
- Create new openings for, or increase the size of, doors and windows
- Excavate a basement to increase existing headroom/underpinning foundation walls
- Install, change, remove or repair load-bearing walls and other structural components
- Install or modify HVAC systems
- Install, replace or repair plumbing, drain, sewer systems
- Construct a chimney serving a solid fuel fire appliance
- Change a building's use
- Install, replace or repair a private sewage system
- Replace a furnace that is changing fuel type, efficiency or capacity
- Install a gas fireplace as a heating appliance
- Fire damage repair (structural & mechanical)

A Building Permit *IS NOT* required to:

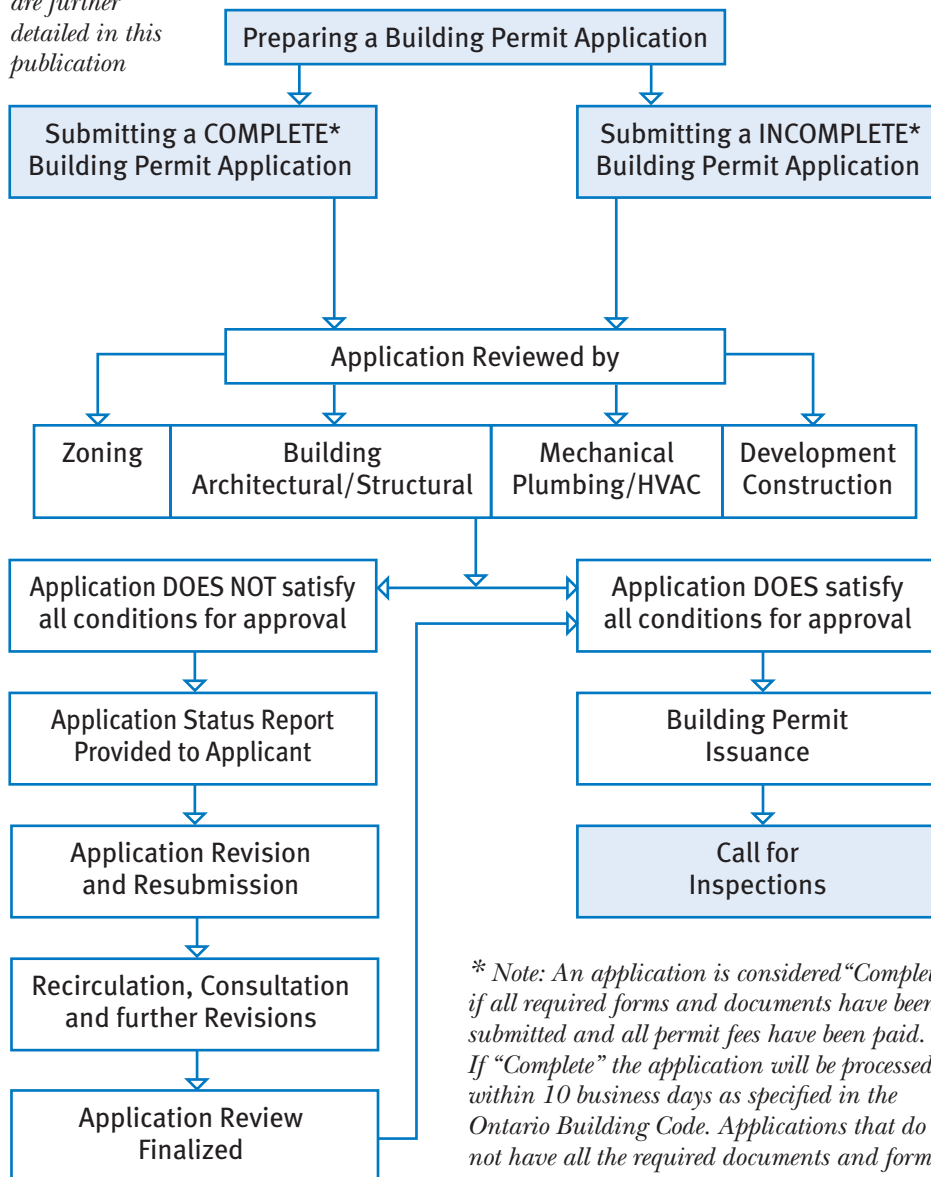
- Construct/demolish a detached accessory structure under 10m² (107.64ft²) with no plumbing and with a maximum height of 3.0m (i.e. garden/utility shed/gazebo)
- Construct/demolish an uncovered deck less than 10m² (107.64ft²) and less than 600mm (2 ft) above adjacent grade
- Construct/demolish a non load-bearing basement wall (i.e. finishing basement with no plumbing or HVAC)
- Replace doors and/or windows that are the same size as the existing
- Install siding on a house, garage or accessory building
- Re-shingle a roof
- Install eavestroughs, provided the drainage is contained within the property
- Damp-proof basements
- Paint or decorate
- Install kitchen or bathroom cupboards without plumbing
- Carry out minor repairs to masonry
- Erect a fence
- Carry out landscaping work
- Add on air conditioning to an existing HVAC system
- Install a decorative gas fireplace
- Fire damage repair (non-structural & non-mechanical)

Note: Building permits are not required for residential pools serving 6 or fewer residential housing units, however a Pool Enclosure Permit is required and can be obtained from the Compliance and Licensing Section, By-law Enforcement Division of the Transportation and Works Department located on the Ground Floor of the Civic Centre.

Building Permit Process Flowchart

Building Permit Process Flowchart*

*Shaded cells
are further
detailed in this
publication*



** Note: An application is considered "Complete" if all required forms and documents have been submitted and all permit fees have been paid. If "Complete" the application will be processed within 10 business days as specified in the Ontario Building Code. Applications that do not have all the required documents and forms are considered "Incomplete" and are not subject to timelines specified in the Ontario Building Code.*

Preparing a Building Permit Application

Plan and Build eServices Centre

The City of Mississauga is known as the city most connected to its residents and clients through its innovative and award winning website – the eCity Web Portal.



The eCity Web Portal allows everyone to go to the City's Plan and Build eServices Centre to access Planning and Building Department services online, providing Building Permit Applicants with the ability to manage their building applications at any time from the convenience of their offices or home computers through features like:

- **View Building Permit Application Status**
- **View Development Application Status**
- **Schedule Inspections**
- **My Applications**

Applicants are encouraged to register and set up a portal account to best use all the features available through the Planning and Building eService Centre. In addition to these features applicants can access a wealth of information and services pertaining to property, building and the building permit process. For example, applicants can download required forms; access an FAQ section, view online maps and Official Plans, research the Zoning and Building By-laws, review fee schedules and a host of other services, publications, articles and links.

Applicants will have real time access to application status information thus facilitating a quicker application review process.

Visit www.mississauga.ca/portal/services/planbuild to learn more about online services.

Zoning By-Law

The Zoning By-law specifies the permitted uses and regulations for each property within the City of Mississauga. Zoning regulations include items such as the use of land and buildings, building setbacks to property lines, maximum height or size of buildings/structures. A Building Permit may only be issued when an Applicant has complied with all Zoning By-law regulations.

The specific zoning designation of a property and the relevant section(s) of the Zoning By-law can be obtained in a number of ways:



- 1) the Zoning By-law is accessible on the City of Mississauga's website at www.mississauga.ca/portal/residents/officialdocuments
- 2) information on Zoning is available from Permit Administration at the Building Division Counter on the 9th Floor of City Hall
- 3) by calling the Zoning Section at **905-896-5581**

Committee of Adjustment – Approval of Exceptions to the Zoning By-law

If it is not possible to meet one or more of the Zoning By-law regulations, a separate application to the Committee of Adjustment is necessary. The Committee of Adjustment, appointed by City Council and authorized by the Ontario Planning Act to grant minor variances, will make a decision on the merits of the application and may approve a minor variance to the Zoning By-law, thereby amending the Zoning regulation that applies to the property.

Preparing a Building Permit Application

Applicable Law

In addition to the Zoning By-law, compliance to other Applicable Law may be required. Approvals from outside agencies may also be required prior to the issuance of a Building Permit.

The most common additional approvals for residential construction are as follows:

- **Site Plan Approval from the Development and Design Division of the Planning and Building Department** – may be required in certain areas of the City – building permit drawings must correspond exactly with the approved site plan drawings;
- **Conservation Authority Approval** – required if the property is located within, or adjacent to, a flood plain or a watercourse as per conservation mapping;
- **Heritage Approval** – required if the property is designated as a heritage building or if the property has intent to designate notification applied to it.

A complete index of Applicable Law is listed on the Applicable Law Form (newly integrated with the Prescribed Building Permit Application Forms) and accessible either on line through the eServices – Plan and Build Forms Centre, or available from Permit Administration at the Building Division Counter on the 9th Floor of City Hall.

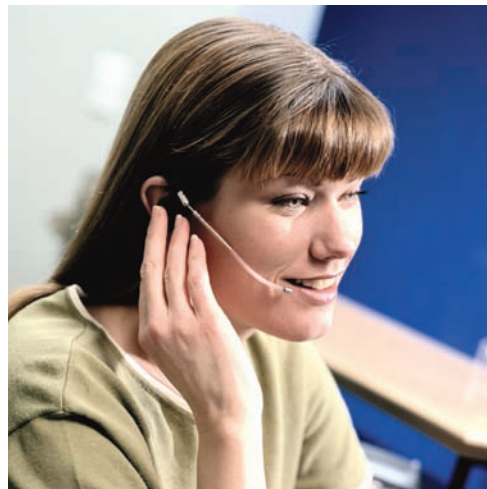


For further information about Applicable Law and to view the Applicable Law Contact list visit www.ontario.ca/buildingcode

Additional Considerations

Other items to be aware of when preparing an application for Building Permit are:

- **Tree By-law** – controls the number and size of trees that may be removed from site;
- **Road Occupancy/Lot Grading/Municipal Services By-law** – requires rectifying any damage caused by construction to a highway, sidewalk, curb, boulevard, or other municipal service or lands, and any deposit, throw, spill or track of any material, waste or soil onto a highway.



Note: Addresses and telephone numbers are located at the back of this booklet. City By-laws can be viewed at www.mississauga.ca/portal/cityhall/bylaws

Preparing a Building Permit Application

Designers/Design Firms Provincial Qualifications and Registration

IMPORTANT NOTE!

An Owner of a property is permitted to design a residential project intended for their own use and is exempt from compliance to the Provincial Qualifications and Registration requirements as set out by the Ontario Building Code.

Architects are qualified and registered by the Ontario Association of Architects and are not required to be registered or qualified with the Ministry of Municipal Affairs and Housing.

If a designer /design firm is hired to provide design services, a Building Permit cannot be issued if the designer/design firm are not qualified and/or registered. For more information about Provincial Qualification and Registration, please visit www.ontario.ca/buildingcode

When employing the services of a *designer/design firm* the following needs to be considered:

Designers:

- are individuals who prepare designs or give information/opinions about whether a building or part of a building complies with the Building Code, where such information is submitted as part of a permit application
- must be Qualified (unless exempted under the Building Code)
- to become Qualified, successful completion of the Ministry of Municipal Affairs and Housing examination program in area(s) of practice is required
- to become Qualified, examination information must be filed with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing
- can only carry out design activities in areas of practice for which the required Qualifications have been obtained.
- hold a BCIN (Building Code Identification Number)

Design Firms:

- are architectural, engineering or interior design consultants that are engaged in the business of providing design activities to the public
- must be Registered (unless exempted under the Building Code)
- to become Registered, a Design Firm must ensure that all persons working in the firm who will review and take responsibility for design activities have successfully completed the examination program for area(s) of practice
- to become Registered, a Design Firm must file its qualification information with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing
- to become Registered, a Design Firm must carry insurance, as required by subsection 3.6.2. of Division C of the Ontario Building Code
- hold a BCIN (Building Code Identification Number)

Summary of Requirements for Designers
under the Ontario Building Code

Designer Requirements*

Q = Qualification R = Registration
Y = Indicates RequirementThis summary
has been
developed for
convenience
purposes
only.Reference
should always
be made to the
Regulations.

| Class of Building | Designed By | Q | R | Design Scope | Category of Qualification |
|-------------------|---|---|-----------------|---------------|---------------------------|
| House | Owner | | | Architectural | House |
| | Tarion Builder* ¹ | Y | | Structural | House |
| | Designers | Y | Y* ² | Plumbing | Plumbing - House |
| | * ¹ applicable only to new buildings * ² applicable only to architectural/ structural designers of new buildings | | | HVAC | HVAC - House |
| | | | | | |

| Class of Building | Designed By | Q | R | Design Scope | Category of Qualification |
|-------------------|------------------------------------|---|---|--|---|
| Small Building | Owner | Y | | Architectural | Small Buildings |
| | Tarion Builder* | Y | | Structural | Building Structural |
| | Designers | Y | Y | Plumbing | Plumbing – All Buildings |
| | * applicable only to new buildings | | | HVAC | Building Services |
| | | | | Fire Protection | Sprinklers Standpipes |
| | | | | Fire Alarm Emergency Lighting, Power | Fire Protection or Building Services Fire Protection or Building Services or Detection, Lighting, Power |

| Miscellaneous Projects | Designed By | Q | R | Category of Qualification |
|--|---|---|---|---------------------------|
| Accessory Building Serving House class of building > 10m ² & <= 50m ² | Any person | | | N/A |
| Accessory Building Serving House class of building > 50m ² & <= 600m ² | Owner | | | |
| | Designer | Y | | House |
| Tents Described in 3.14.1.2.(2) of Division B | Any person | | | N/A |
| Tents Not exempted by 1.3.1.1.(5) of Division C & not described in 3.14.1.2.(2) of Division B | Any person | Y | Y | Building Structural |
| Site Services | Any person | | | N/A |
| On-Site Sewage Systems | Owner | | | N/A |
| | Registered Installer | | | N/A |
| | Designer | Y | Y | On Site Sewage Systems |
| Incidental Appliances & Equipment | Any person | | | N/A |
| Pre-Engineered Elements | Competent person | | | N/A |
| Demolition Buildings described in 1.3.1.1.(5) of Division C | Professional Engineer General review | | | N/A |
| Demolition Buildings not described in 1.3.1.1.(5) of Division C | Any person | | | N/A |

Notes:

- Registered** means registered with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing in accordance with Article 3.2.4.2. of Division C.
- Qualified** means that the designer has successfully completed the examination program administered by the Ministry of Municipal Affairs and Housing in the category of qualification set out in Section 3.5. of Division C of the Ontario Building Code.
- Categories of Qualification** refers to those categories listed in Table 3.5.2.1 of Division C of the Ontario Building Code
- Designer** means a person who is engaged in activities as described in Subsection 15.11- (5) of the Building Code Act.
- House** means a detached house, semi-detached house, townhouse or row house containing not more than 2 dwelling units per house.
- Small Building** of residential use means a building which is not more than 600m² in building area and not more than 3 storeys in building height.
- Tarion Builder** means a builder who is registered under the Ontario New Home Warranties Plan Act. **TARION** administers the Ontario New Home Warranties Plan Act. **TARION** registers new home builders and vendors, enrolls new homes for warranty coverage, investigates illegal building practices, resolves warranty disputes, and promotes high standards of construction among Ontario's new home builders.

Drawing Requirements

Drawing Requirements

Along with the fully completed Building Permit Application Forms, two (2) copies of the following drawings are required to be submitted:

- **Site Plan**
- **Floor Plans**
- **Exterior Elevations**
- **Cross Sections**
- **Mechanical Drawings**

Site Plans must be dimensioned in metric units. All other plans must be drawn to scale and fully dimensioned in either metric or imperial units.

IMPORTANT NOTE!

Effective January 1, 2006, the Ontario Building Code requires Designers to provide information about their Registration, Qualification, and design responsibility on every document submitted for a Building Permit.

The information presented in the template below is required on every sheet of a set of drawings as well as on at least one page of every submitted document such as specifications, field review reports etc.

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

| | | |
|------|-----------|------|
| NAME | SIGNATURE | BCIN |
|------|-----------|------|

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

| | |
|-----------|------|
| FIRM NAME | BCIN |
|-----------|------|

The following SAMPLE plans provide an example of the set of drawings typically required for an addition to a house.

Site Plan

A Site Plan shows the location of the proposed construction and any other accessory structures in relation to the property lot lines.

The following information shall be included on the Site Plan:

- **Scale (metric only)**
- **Direction (North arrow)**
- **Municipal address**
- **Legal description (lot and plan numbers)**
- **Existing buildings and accessory structures (pools, sheds, etc)**
- **Dimensioned property lines with setbacks to all new and existing structures**
- **Proposed construction (outline new construction from existing)**
- **Overall building dimensions**
- **Rights-of-way and easements**
- **Landscaped areas and hard surfaces such as driveways**
- **Site Statistics (lot area, coverage, gross floor area, height, etc)**

Drawing Requirements

Floor Plans

Floor plans show the layout of the house and include a foundation/basement plan, a framing plan for each floor and a roof framing plan.

Information required to be included on ALL Floor Plans

- Direction (North arrow)
- Title and scale
- Use and size of rooms and spaces
- Interior and exterior dimensions, including door and window sizes
- Structural framing indicating the size, type, grade, spacing, direction of span and location of all structural members (joists, beams, posts and lintels, as well as engineered floor members when applicable)
- Location of required smoke alarms and carbon monoxide detectors
- Location of plumbing fixtures
- Floor drains and ventilation provisions
- Section marks

Foundation/Basement Plan

- All information mentioned under ALL Floor Plans, plus:
- Soil bearing capacity
- Size, thickness and material specifications of foundation walls and footings
- SDF = step down footing locations
- Size, spacing and footing specifications of interior load-bearing walls and columns
- Concrete slab and granular fill thickness and material specifications
- Size and grade of steel beams and columns

Roof Framing Plan

- The applicable information mentioned under ALL Floor Plans, plus:
- Roof slopes
- Roof space ventilation
- Location of skylights and surrounding framing
- Size, grade and spacing of roof rafters, roof joists (if cathedral or flat), ceiling joists, collar ties and ridge supports for conventional roof framing
- When applicable, spacing and direction of span of engineered roof trusses
- Location of girder trusses and beams
- Building Designer's statement of roof truss system coordination with architectural/structural drawings

IMPORTANT NOTE!

- If using an engineered roof truss system, two copies of the roof trusses specifications from the manufacturer/supplier, bearing the seal and signature of an Ontario registered Professional Engineer, together with the roof framing layout are required with the building permit application.
- If using an engineered floor system, two copies of the floor framing layouts and design specifications from the manufacturer/supplier are required with the building permit application only when the architectural/structural floor plans are not signed and sealed by an Ontario registered Structural Professional Engineer.
- The floor system package provided by the manufacturer/supplier would require a Professional Engineer seal and signature on all specification sheets pertaining to structural design of members subject to point loads.

Drawing Requirements

Exterior Elevations

Exterior elevations are side views of the house. They are required for all new construction and any other project that affects the exterior of an existing building.

Elevations are required for each side of the project and shall include the following information:

- **Title and scale**
- **Grade level**
- **Existing and proposed work**
- **Finished floor levels**
- **Vertical dimensions**
- **Exterior wall cladding, finishes and flashing**
- **Sizes and location of windows and doors**
- **Roof overhang and dimensions**
- **Roof shape, slope and finish**
- **Height of chimneys**
- **Rain water leaders and eavestroughs**
- **The percentage of glazed areas relative to exposed building face calculations**

Cross Sections

Please see pages 19 to 22.

Construction Notations

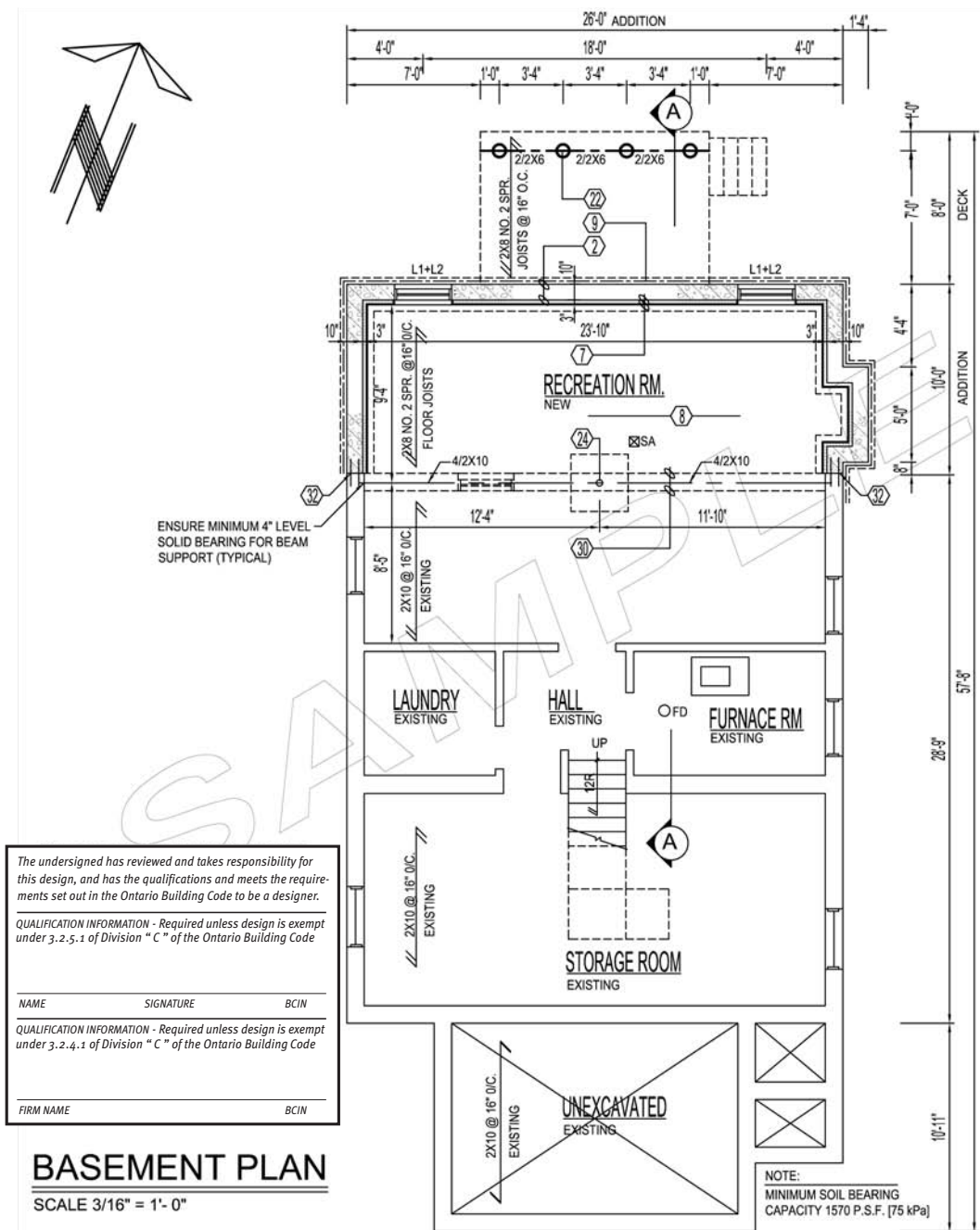
Please see page 23.

Mechanical Drawings

Please see page 24 to 27.

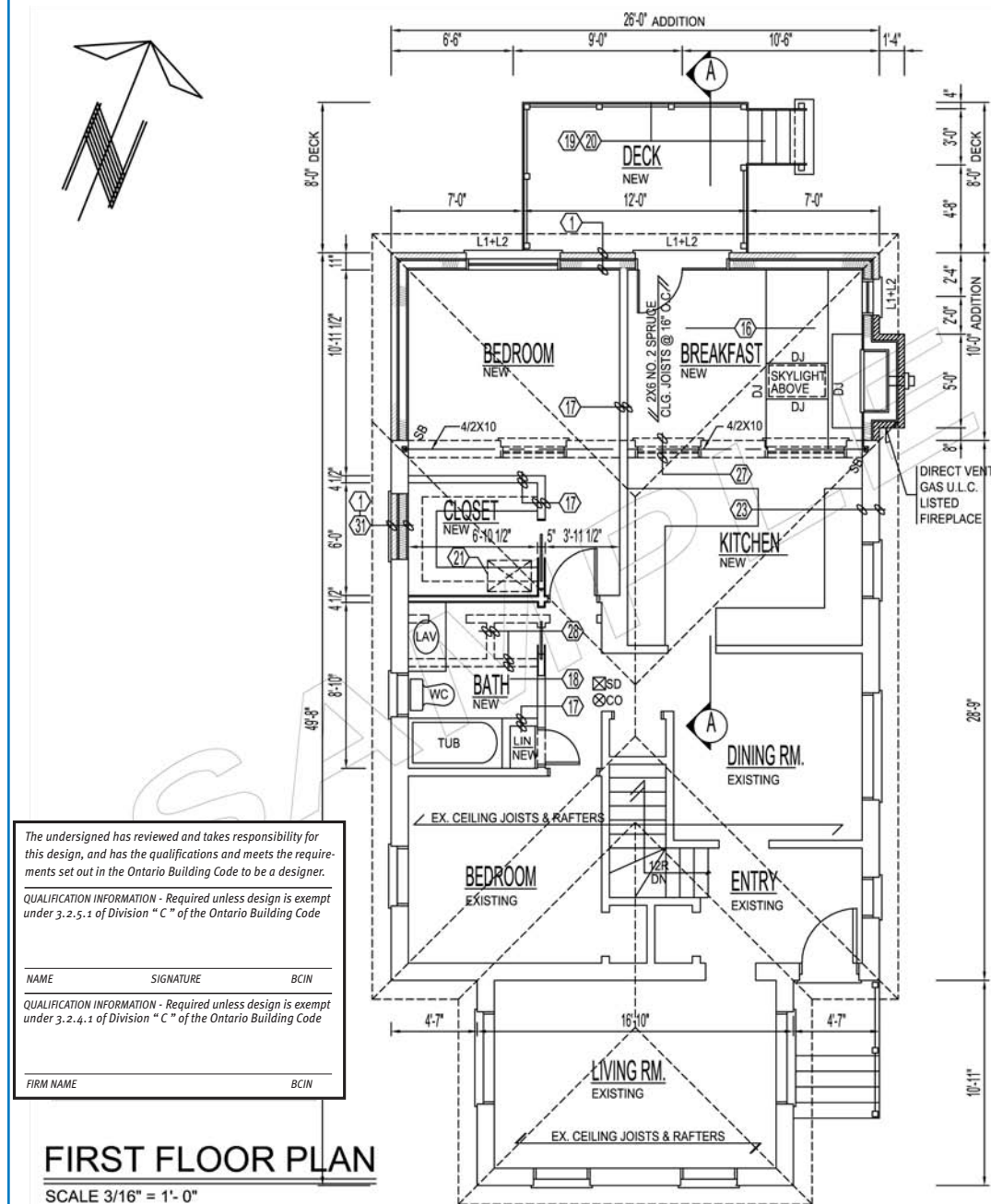
Drawing Requirements: Sample Drawing, Basement Plan

Sample Only



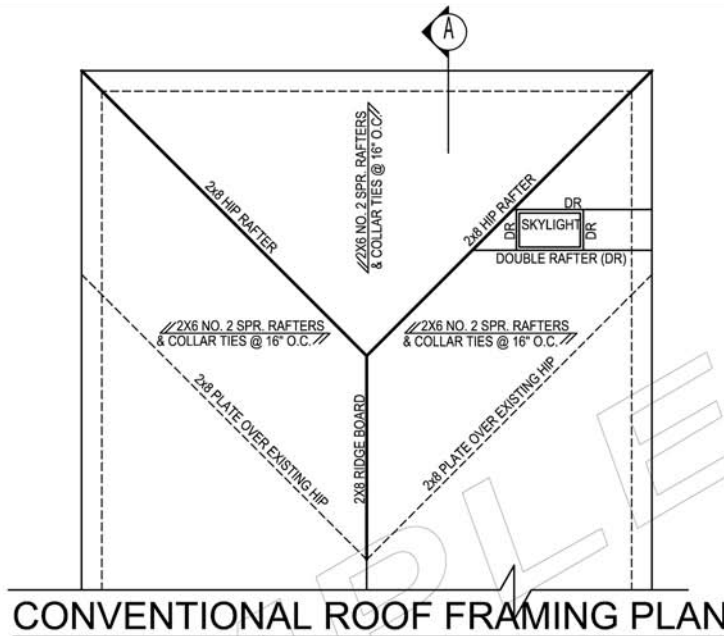
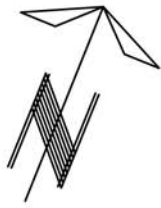
Drawing Requirements: Sample Drawing, First Floor Plan

Sample Only



Drawing Requirements: Sample Drawing, Roof Framing Plan

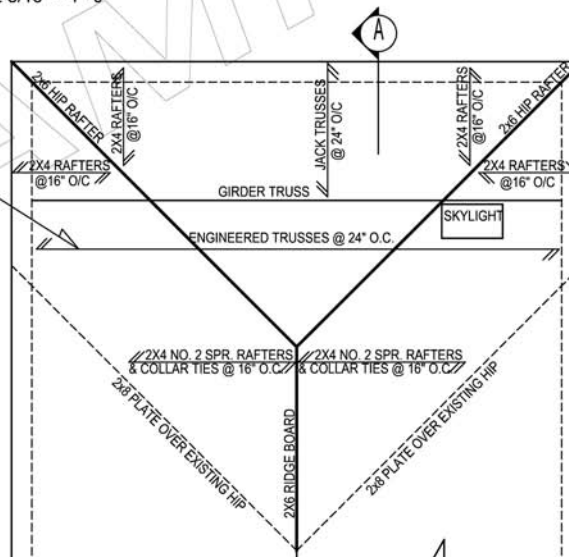
Sample Only



SCALE 3/16" = 1'-0"

NOTE:
PROVIDE ONLY ONE
CONFIGURATION FOR
PERMIT SUBMISSION

NOTE:
ENGINEERED TRUSS LAYOUT
AND SPECIFICATIONS SHALL BE
SUBMITTED AT THE TIME OF BUILDING
PERMIT APPLICATION



SCALE 3/16" = 1'-0"

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

FIRM NAME BCIN

Drawing Requirements:

Sample Drawing, Exterior Elevations, A

Sample Only

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

| NAME | SIGNATURE | BCIN |
|-----------|-----------|------|
| FRAN NAME | | BCIN |

10'-0" ADDITION

12
6

EXISTING ROOF TO REMAIN

EXISTING WINDOWS TO REMAIN

24.97

EXISTING FACE BRICK

4.5

4.3

4.5

10.88

6/12

10

2

10

1

2

NEW WINDOW

4

10

11

1.3'

WOOD DECK, TOP OF PLATE & STEPS/WOOD HANDRAILS & PICKETS

TOP OF WIN. (TT)

8'-11"

6'-10"

2'-4"

2'-10"

FIN. 1ST FL.

2'-4"

4'-0" MIN.

5'-6"

8'-2"

FIN. BSMT. SLAB

22

NEW CONC. BLK FDN. WALL & POURED CONC. FOOTING

SELF-SEALING ASPHALT SHINGLES

PREFIN. ALUM. EAVESTROUGH RVL. & FASCIA VENTED SOFFIT

10'-0" @ 19.43% MAX. ALLOWABLE OPENINGS 104.52 SQ.FT. TOTAL OPENINGS PROVIDED 91.05 SQ.FT.

537.93 SQ.FT. WALL AREA

10'-0" @ 19.43% MAX. ALLOWABLE OPENINGS 104.52 SQ.FT. TOTAL OPENINGS PROVIDED 91.05 SQ.FT.

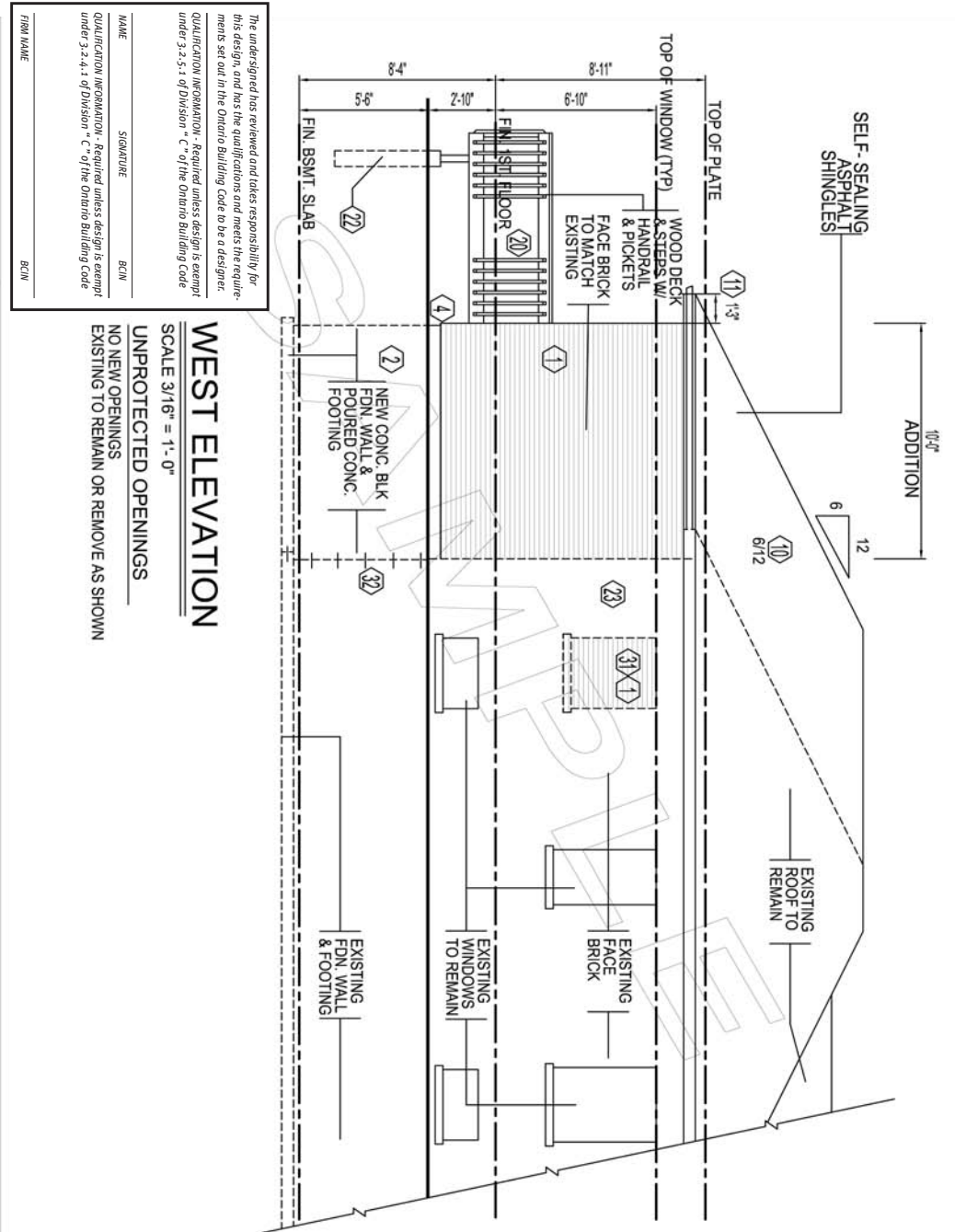
SCALE 3/16" = 1'-0"

UNPROTECTED OPENING CALCULATION AS PER 9.10.14.1

EAST ELEVATION

Drawing Requirements: Sample Drawing, Exterior Elevations, B

Sample Only



Drawing Requirements

Cross Sections

Cross Sections

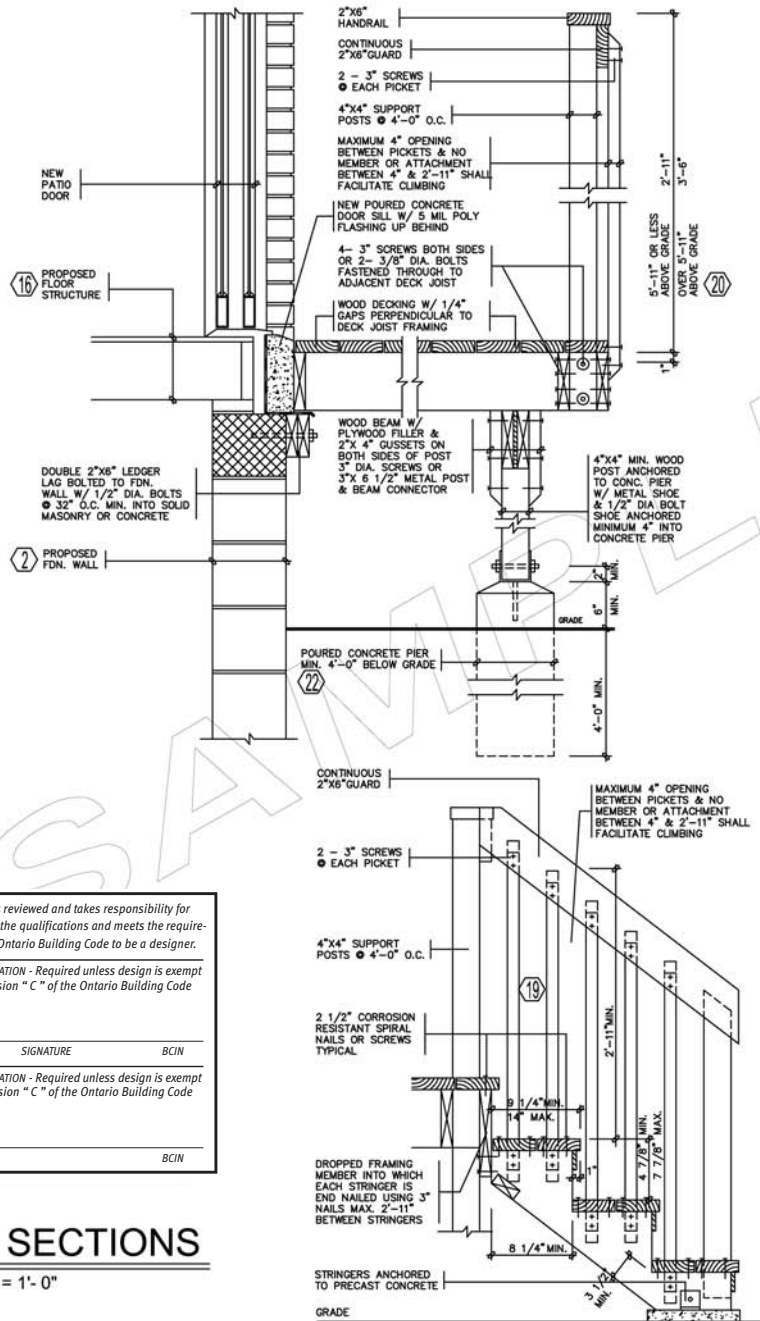
Cross Sections are views through the proposed construction along an imaginary vertical cut line. Cross sections illustrate various building components hidden in walls, floors or ceilings. Several cross sections may be required at various locations to accurately describe the proposal. The location of a cross section is identified on the floor plans by a section mark.

The following information shall be represented on a cross section:

- **Title and scale**
- **Size and type of footings and foundation walls**
- **Distance from grade to basement slab and underside of footings**
- **Finished floor levels and distance from floor to floor**
- **Air/vapour barrier, damp proofing, water proofing and drainage layers**
- **Floor, roof, exterior and interior walls construction**
- **Insulation, R-values for walls, floors, basement and roof assemblies**
- **Attic and crawl space height, ventilation and access**
- **Fire resistance rating details of required fire separation assemblies, if any.**

Drawing Requirements:
Cross Sections, Decks

Sample Only



The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

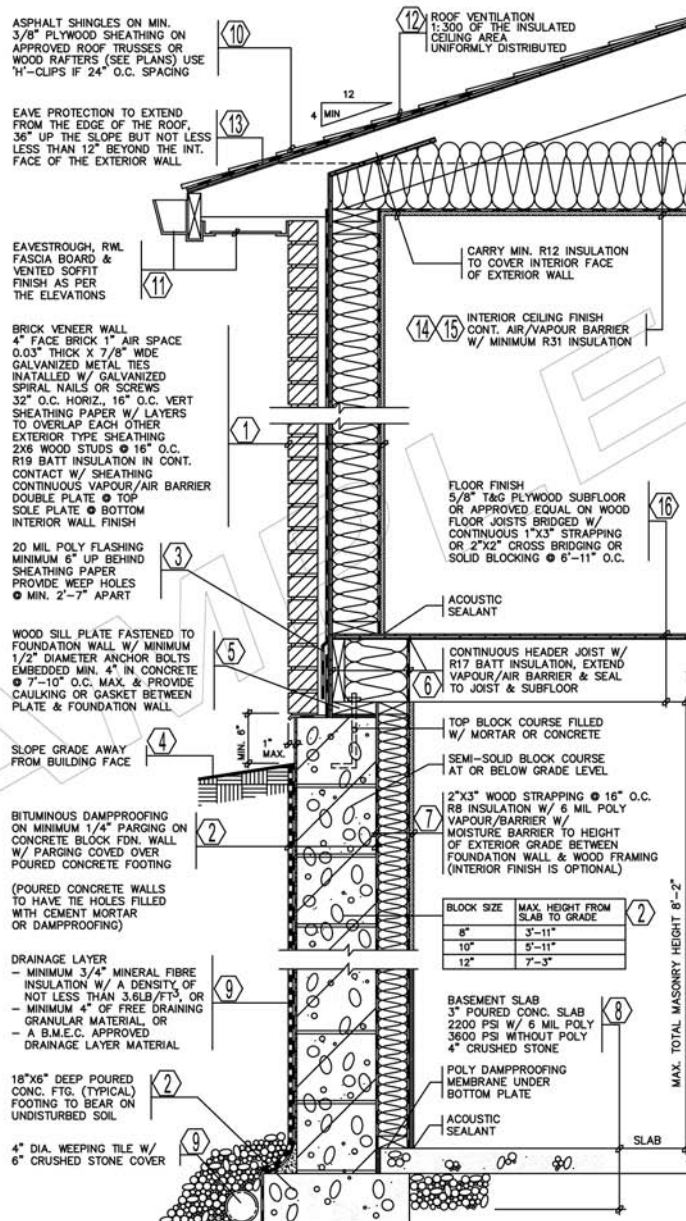
FIRM NAME BCIN

DECK SECTIONS

SCALE 3/16" = 1'-0"

Drawing Requirements:
Cross Sections, Walls

Sample Only



The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

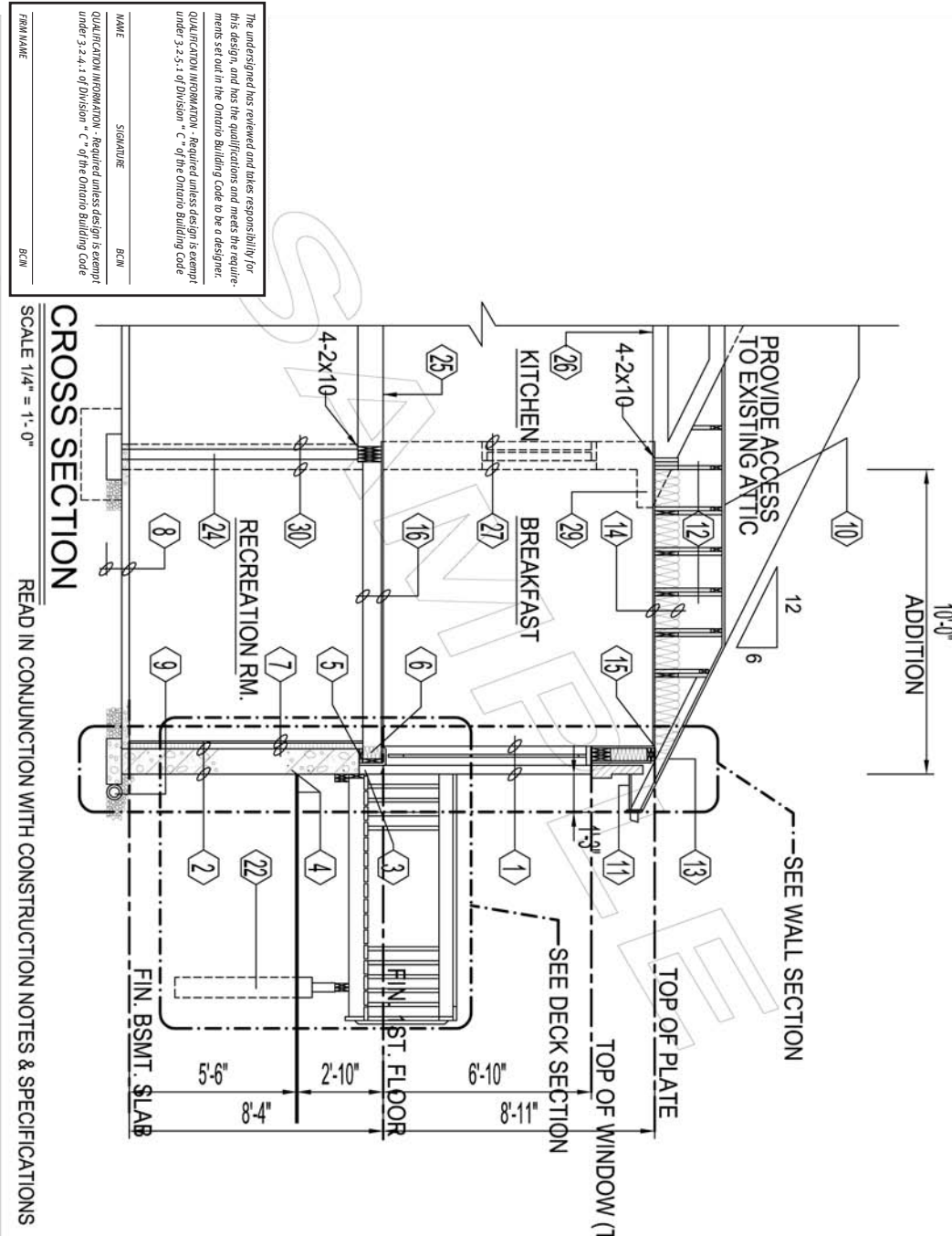
FIRM NAME BCIN

WALL SECTION

SCALE 3/16" = 1'-0"

Drawing Requirements:
Cross Sections, Other

Sample Only



Drawing Requirements:
Construction Notations

Sample Only

- 1** BRICK VENEER WALL
4" FACE BRICK, 1" AIR SPACE
0.03 THICK X 7/8" WIDE
GALVANIZED METAL TIES
INSTALLED W/ GALVANIZED
SPIRAL NAILS OR SCREWS
32" O.C. HORIZ. 16" O.C. VERT.
SHEATHING PAPER, LAYERS
TO OVERLAP EACH OTHER
EXTERIOR TYPE SHEATHING
2"x6" WOOD STUDS @ 16" O.C.
R 19 BATT INSUL. IN CONTINUOUS
CONTACT W/ EXTERIOR SHEATHING
CONTINUOUS AIR / VAPOUR BARRIER
1/2" INTERIOR DRYWALL FINISH
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
- 2** FOUNDATION WALL
BITUMINOUS DAMPPROOFING ON
MINIMUM 1/4" PARGING ON
CONCRETE BLOCK FDN. WALL
TOP BLOCK COURSE FILLED
W/ MORTAR OR CONCRETE
PROVIDE PARGING COVERED OVER
18"X 6" POURED CONC. FOOTING
TO BEAR ON UNDISTURBED SOIL
PROVIDE DRAINAGE LAYER
- MIN. 3/4" MINERAL FIBRE
INSULATION W/ A DENSITY OF
NOT LESS THAN 3.6 LB./FT. OR
- MIN. 4" OF FREE DRAINING
GRANULAR MATERIAL OR
- A B.M.E.C. APPROVED
DRAINAGE LAYER MATERIAL
- 3** FLASHING @ FDN. WALL
20 MIL. POLY FLASHING MINIMUM
6" UP BEHIND SHEATHING PAPER
WEEP HOLES @ MIN. 2'-7" APART
- 4** GRADE
SLOPE GRADE AWAY FROM
BUILDING FACE & PROVIDE
SEMI-SOLID BLOCK COURSE
AT OR BELOW GRADE LEVEL
- 5** SILL PLATE
2"x6" SILL PLATE FASTENED
TO FOUNDATION WALL WITH
MIN. 1/2" DIA. ANCHOR BOLTS
EMBEDDED MIN. 4" IN CONCRETE
@ 7'-10" O.C. MAX. & PROVIDE
CAULKING OR GASKET BETWEEN
PLATE & FOUNDATION WALL
- 6** FLOOR INSULATION
CONTINUOUS HEADER JOIST WITH
R 17 BATT INSULATION, EXTEND
VAPOUR / AIR BARRIER & SEAL
TO JOIST AND SUBFLOOR
- 7** FOUNDATION INSULATION
1/2" INTERIOR DRYWALL FINISH
2"x3" WOOD STRAPPING @ 16" O.C.
MIN. R8 INSULATION W/ 6 MIL. POLY
AIR / VAPOUR BARRIER FULL HEIGHT.
MOISTURE BARRIER TO HEIGHT OF
EXTERIOR GRADE BETWEEN
FOUNDATION WALL & WOOD FRAMING
- 8** BASEMENT SLAB
3" POURED CONCRETE SLAB
(3600 PSI CONC. STRENGTH)
4" CRUSHED STONE BELOW
- 9** DRAINAGE
4" DIA. WEEPING TILE W/
6" CRUSHED STONE COVER
- 10** ROOF CONSTRUCTION
20 YEAR ASPHALT SHINGLES ON MIN.
3/8" EXTERIOR PLYWOOD SHEATHING
ON APPROVED ROOF TRUSSES OR
CONVENTIONAL FRAMING (SEE PLANS)
USE 1/4" CLIPS IF 24" O.C. SPACING
- 11** OVERHANG CONSTRUCTION
PREFINISHED ALUMINUM FASCIA,
EAVESTROUGH & RAIN WATER LEADERS
TO MATCH EXISTING FINISHES. PROVIDE
DRIP EDGE AT FASCIA & VENTED SOFFIT
EXTEND DOWNSPOUTS TO GRADE LEVEL
- 12** ROOF VENTILATION
1:300 OF THE INSULATED CEILING
- 13** EAVES PROTECTION
EAVES PROTECTION MEMBRANE TO
EXTEND FROM THE EDGE OF THE
ROOF, 36" UP THE SLOPE BUT NOT
LESS THAN 12" BEYOND THE INTERIOR
FACE OF THE EXTERIOR WALL
- 14** CEILING CONSTRUCTION
5/8" INTERIOR DRYWALL FINISH
CONTINUOUS AIR / VAPOUR BARRIER
W/ MINIMUM R 31 BATT INSULATION
- 15** WALL/CEILING INSULATION
CARRY MIN. R12 INSULATION
TO COVER THE INTERIOR FACE
OF THE EXTERIOR WALL
- 16** FLOOR CONSTRUCTION
5/8" T&G PLYWOOD SUBFLOOR
2X8 FLOOR JOISTS @ 16" O.C.
FLOOR JOISTS BRIDGED W/
CONTINUOUS 1"x3" STRAPPING OR
2 ROWS OF 2"x2" CROSS BRIDGING
OR SOLID BLOCKING
- 17** INTERIOR STUD PARTITION
1/2" DRYWALL FINISH BOTH SIDES OF
2"x4" WOOD STUDS @ 16" O.C.
2 TOP PLATES & 1 BOTTOM PLATE
PROVIDE SOUND ATTENUATION
INSULATION IN BATHROOM WALLS
& WHERE INDICATED ON PLAN
- 18** MECHANICAL VENTILATION
PROVIDE MIN. 1 AIR CHANGE
PER HOUR IN ROOMS SPECIFIED
TO BE MECHANICALLY VENTED
80 CFM FOR BATH PRIMARY VENTS
- 19** STAIRS INTERIOR/EXTERIOR
MAXIMUM RISE = 7 7/8"
MINIMUM RISE = 4 7/8"
MINIMUM RUN = 8 1/4"
MAXIMUM RUN = 14"
MINIMUM TREAD = 9 1/4"
MAXIMUM TREAD = 14"
MAXIMUM NOSING = 1"
MINIMUM WIDTH = 2'-10"
MINIMUM HEADROOM = 6'-5"
- 20** GUARDS
INTERIOR LANDINGS = 2'-11"
EXTERIOR BALCONY = 3'-6"
INTERIOR STAIRS = 2'-11"
EXTERIOR STAIRS = 2'-11"
MAX. BETWEEN PICKETS = 4"
GUARD HEIGHT IF
DECK TO GRADE IS:
GREATER THAN 5'-11" = 3'-6"
5'-11" OR LESS = 2'-11"
NO MEMBER OR ATTACHMENT
BETWEEN 4" & 2'-11" HIGH
SHALL FACILITATE CLIMBING
- 21** ATTIC ACCESS
PROVIDE ATTIC ACCESS
MIN. 20"x 28" W/ INSULATION
& WEATHER STRIPPING
- 22** PIERS
PROVIDE 8" DIA. SONO TUBE
FOR POURED CONCRETE PIERS
MINIMUM 4'-0" BELOW GRADE
MINIMUM 6" ABOVE GRADE
- 23** EXISTING SOLID MASONRY
EXTERIOR WALL TO REMAIN.
- 24** 3 1/2" DIA. PIPE COLUMN W/
6X6X3/8" TOP & BOTTOM PLATE
38"x38"x16" CONCRETE FOOTING
- 25** EXISTING FLOOR STRUCTURE
TO REMAIN.
- 26** EXISTING CEILING STRUCTURE
TO REMAIN.
- 27** REMOVE EXISTING EXTERIOR WALL
AS SHOWN DOTTED
- 28** REMOVE EXISTING INTERIOR STUD
PARTITIONS AS SHOWN DOTTED
- 29** REMOVE EXISTING ROOF OVERHANG
AS SHOWN DOTTED
- 30** REMOVE EXISTING FOUNDATION WALL
AS SHOWN DOTTED
- 31** REMOVE EXISTING WINDOW & FRAME
MAKE GOOD OPENING W/ BRICK TO
MATCH EXISTING ON THE EXTERIOR
- 32** TIE PROPOSED FOUNDATION WALL TO
EXISTING FOUNDATION WALL WITH
10M DOWELS @ 16" O.C. WITH MINIMUM
4" EMBEDDED INTO EXISTING WALL
(TYPICAL ALL CONNECTIONS)

The undersigned has reviewed and takes responsibility for
this design, and has the qualifications and meets the require-
ments set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION - Required unless design is exempt
under 3.2.5.1 of Division "C" of the Ontario Building Code

NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt
under 3.2.5.1 of Division "C" of the Ontario Building Code

FIRM NAME

BCIN

SYMBOL LEGEND

- EXHAUST FAN
SMOKE DETECTOR
CARBON MONOXIDE DETECTOR
SOLID WOOD BEARING
FLOOR DRAIN

LINTEL SCHEDULE

- L1 2-2X8 SPRUCE
L2 3 1/2"X 3 1/2"X 1/4" L

CONSTRUCTION
NOTATIONS

Mechanical Drawings

Heating, Ventilation and Air Conditioning (HVAC)

HVAC drawings, heat loss/heat gain calculations and duct calculations are required with the permit submission. These are needed to ensure that the proposed HVAC system is adequate to heat and ventilate the building. The furnace capacity is based on the heat loss calculations. Duct calculations ensure proper sizing for the duct system that distributes air.

The following information shall be included on the HVAC Drawings:

- **Title and scale**
- **Direction (North arrow)**
- **Location of heating appliance(s) and ventilation equipment (exhaust fans, heat recovery ventilators) and their specifications.**
- **Duct layout showing all associated duct sizes, grille sizes, air volumes, etc.**
- **Baseboard heaters (size and location), if any**
- **Radiant floor heating, if any**



Plumbing

Separate plumbing design drawings are not required to be submitted for plumbing serving House class of building. Designer qualification and registration information is also not required.

The fixture locations that are shown on the architectural/structural drawings are sufficient to carry out a plumbing review. Sanitary and storm sewer invert elevations at the property line are required to be shown on the Site Plan.

The submission of a Water Receipt is required—this is obtained from the Region of Peel for proof of connection approval for all new water/sewer hook-ups.

Private Sewage Systems

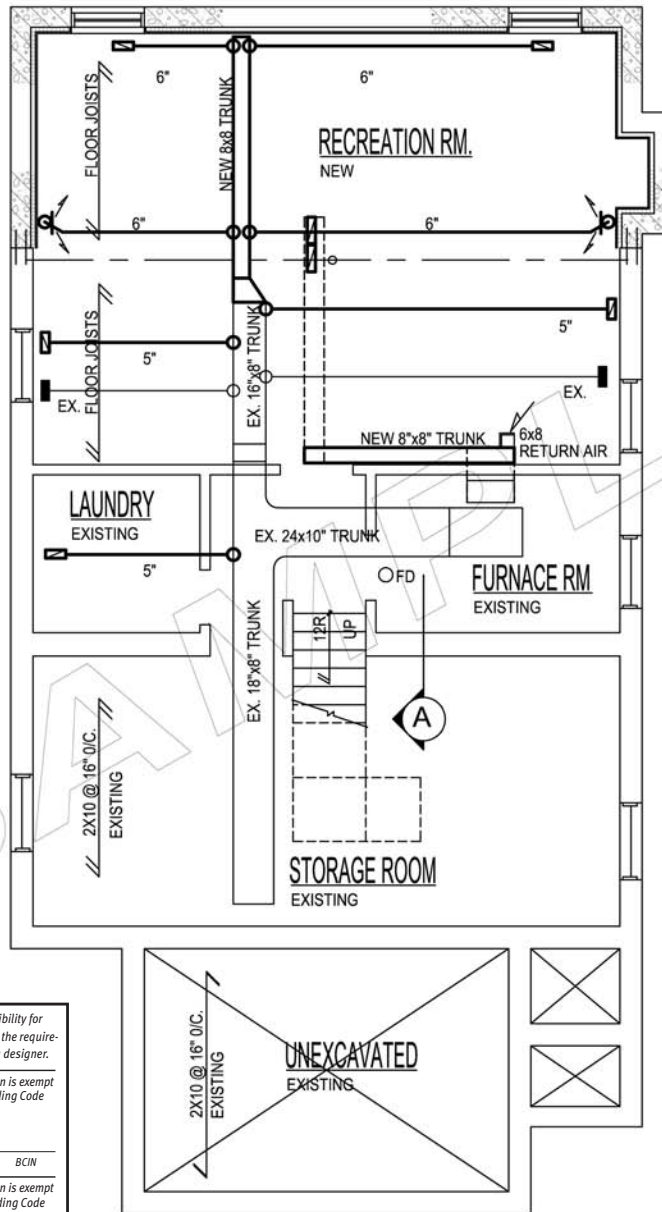
If the proposed construction is on a property that is or will be served by a septic system or is not serviced by municipal sewers, in addition to a Building Permit, a permit for the Private Sewage System may be required.

Three copies of sewage system drawings are required. In addition to these drawings the following supporting documentation is required:

- **Sizing calculations**
- **Soil analysis report**
- **Site evaluation report**

Mechanical Drawings:
Sample HVAC, Basement

Sample Only



The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

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NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

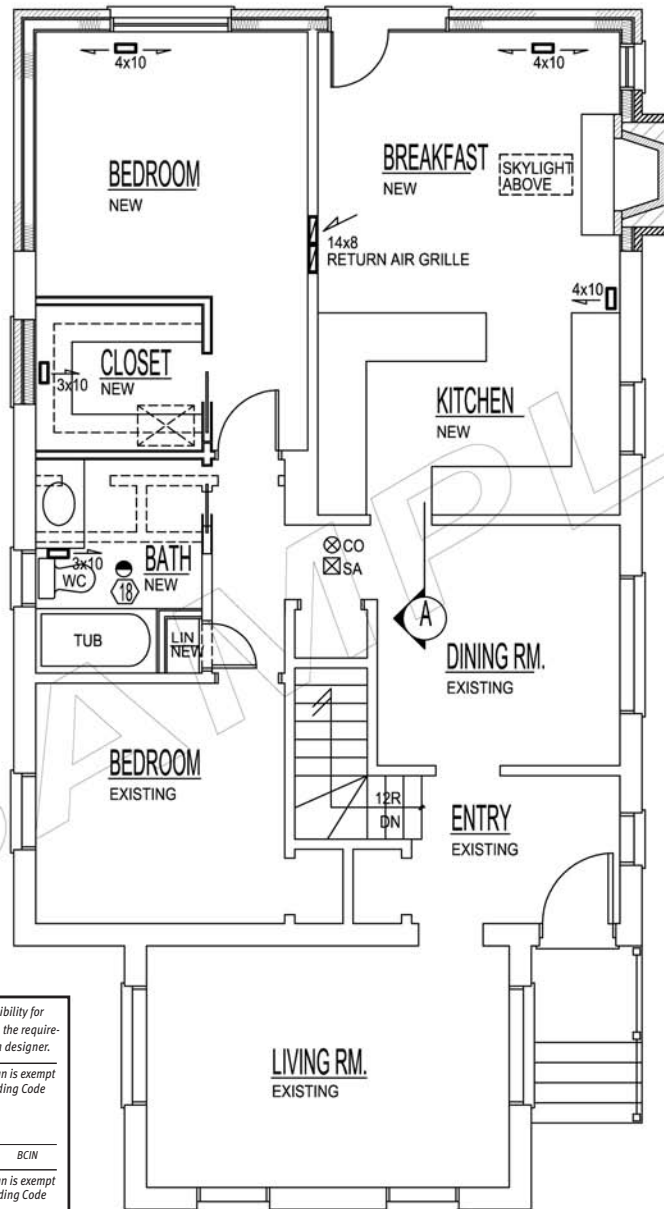
FIRM NAME BCIN

BASEMENT HVAC PLAN

SCALE 3/16" = 1'-0"

Mechanical Drawings:
Sample HVAC, First Floor

Sample Only



The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

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NAME SIGNATURE BCIN

QUALIFICATION INFORMATION - Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

FIRM NAME BCIN

FIRST FLOOR HVAC PLAN

SCALE 3/16" = 1'-0"

Grading Requirements

Grading Requirements

The Development Construction Section of the Transportation and Works Department may require grading approval prior to the issuance of a Building Permit. The table below summarizes when lot grading certification, approval and/or lot grading deposits may be required.

Grading Requirements

| <i>Is approval required?</i> | <i>Construction Type</i> | <i>Requirement</i> |
|--|--|---|
| 1. Certification, approval & deposit is NOT required: | <ul style="list-style-type: none"> Any structure on sono tubes contained to front and rear yard Decks Minor second storey additions with no new foundation(s) | No grading requirements – certificate, approval and deposit waived. |
| <i>Is approval required?</i> | <i>Construction Type</i> | <i>Requirement</i> |
| 2. Certification, approval & deposit MAY BE required: | <ul style="list-style-type: none"> First storey addition on new foundations Major second storey addition(s) Attached/Detached single or double car garage Basement Walkout Any structure on sono tubes located in the side yard | Provide site plan with grading details, foundation details/cross section, downspout and sump pump locations where applicable, need for lot grading certification and deposit to be determined by Development Construction Section. |
| <i>Is approval required?</i> | <i>Construction Type</i> | <i>Requirement</i> |
| 3. Certification, approval and deposit WILL BE required: | <ul style="list-style-type: none"> New home Major addition | Provide five (5) certified grading plans (1 original and 4 copies) stamped, signed and dated by a Professional Engineer or Ontario Land Surveyor, including downspout and sump pump locations where applicable and a minimum \$5,000 lot grading deposit. All grading, elevation and drainage requirements will be adhered to as per specs. |

Grading plans and certificates are submitted to:

Development Construction
Transportation and Works Department
3185 Mavis Road (2nd floor)
Mississauga, Ontario L5C 1T7
Tel: 905 615 3200 x5155
Fax: 905 615-3060

Deposit payments are to be made at:

Transportation and Works Department
3484 Semenyk Court
Mississauga, Ontario L5C 4R1
Tel: 905 615-3200 x4950
Fax: 905 615-3172

*Address is subject to change.
Please visit mississauga.ca/planbuild*

Submitting a Building Permit Application

Where can I submit my application?

A Building Permit can be applied for in person during regular business hours, Monday to Friday, 8:30am to 4:30pm, at the Planning and Building Department, Building Division Counter located inside the Civic Centre at 300 City Centre Drive, 9th Floor.

During the summer months, the Building Division also offers the **RAPID** Service to homeowners. The **RAPID** (Renovation and Addition Permit Issuance Days) program applies to small residential projects (such as: decks, porches, fireplaces, basement entrances, etc) and provides homeowners or their agents with extended hours of operation, from 4:30pm to 7:00pm. Visit www.mississauga.ca/portal/services/planbuild for specific days and more information.



Using the Plan and Build eServices Centre, all **Prescribed Building Application Forms** can be downloaded in either a Word document or a 'pdf' format. These forms are required to be completed and signed for submission.

At the time of application, the Applicant will receive an **Application Status Access Report**. This report contains the Application Information (such as: address, building permit number, scope of work, date of submission, etc.), the Property Information (such as: legal description, etc.) as well as the **WEB ID** access number.

With the **WEB ID** access number, the application status can be monitored on the Internet, or an inspection can be scheduled after the Building Permit has been issued.

To learn more about how to **View Building Permit Application Status** or **Schedule Inspections**, refer to Managing Applications User Manual available online under APPLICATIONS/PERMITS MANUALS FOR CLIENTS.

Please be advised that it is the Applicant's responsibility to maintain the privacy of the Application Status information.

If the permit application satisfies all conditions for approval, the Building Permit will be issued after all reviewing departments authorize its clearance.

If the permit application does not satisfy all conditions for approval after all initial plan review has been completed, an Application Status Report will be issued to the applicant.

Responding to the Application Status Report in a timely manner enables Building Division staff to expedite the issuance of the Building Permit.



Complete and Incomplete Applications

A “Complete” Building Permit Application

“Complete” Applications are subject to review within the time periods specified in Table 1.3.1.3., that forms part of Article 1.3.1.3 of Division C of the Ontario Building Code.

Applications are considered “Complete” when the following five(5) conditions are met:

1. The Owner of the property or a person authorized in writing by the Owner to apply for a permit on the Owner’s behalf makes application for Building Permit;
2. The *Applicable Law Form* is completed and is accompanied by supporting documentation that provides proof of compliance to relevant Applicable Law;
3. The *Prescribed Building Permit Application Forms* and all other forms required by the Building By-law are completed and signed.
4. Two (2) copies of all *drawings, specifications, and other documents* that establish compliance with the Ontario Building Code regulations and Zoning By-Law (as previously described) accompany the application;
5. *Building Permit Fees* as prescribed in the City of Mississauga Building By-Law have been paid.

NOTE: An administration surcharge, equal to 25% of the Building Permit fee is applicable to “Complete” applications that, through the review process, are deemed to be “Incomplete” applications.

An “Incomplete” Building Permit Application

- If some of the required documents as outlined in the Submission of “Complete” Building Permit Application are not ready to be submitted, an applicant may choose to proceed with an “Incomplete” application. The City will process the application but it will not be subject to the turnaround timeline stated in the Ontario Building Code. Information concerning turnaround times is updated weekly on the website under the “Estimated Permit Application Processing Times”.
- When submitting an “Incomplete” Building Permit Application, in addition to all Prescribed Building Permit Application Forms, the Applicant must complete and sign an *Acknowledgement by Applicant of Incomplete Application Form*.

The Building By-law and fee schedules are available at www.mississauga.ca/portal/residents/feesandcharges



All required forms are available for download at www.mississauga.ca/portal/residents/pbformscentre

Calling for Inspections

Inspection Requirements

- Construction must start within 6 months from the date the Building Permit was issued.
- The homeowner or the contractor must notify the Building Inspection Groups at certain stages of construction as referenced in the table on page 31.
- The Building Permit must be posted on site and associated drawings must be kept and maintained on the site of construction at all times.



- Inspections can be arranged by accessing the eCity portal at www.mississauga.ca/portal/services/scheduleinspections or by calling 905-896-5660 between the hours of 8:00am and 4:00pm, at least 48 hours in advance.
- The cost for these inspections is included in the Building Permit Fee.

Refer to Schedule “E” of the City of Mississauga Building By-law 255-05 for complete listings of mandatory and additional scheduled inspection requirements. Refer to page 31.

The Corporation of the City of Mississauga
Building By-Law 255-05, Schedule “E”**Prescribed Notices/Inspections** OBC 1.3.5.1.(2) / 1.3.5.3.(1)
of Division C

| Notice / Inspection | OBC Reference | Description |
|--|----------------------------------|--|
| Footings | Division C – 1.3.5.1.(2)(a) | Readiness to construct footings |
| Backfill | Division C – 1.3.5.1.(2)(b) | Substantial completion of footings and foundations prior to commencement of backfilling. |
| Framing | Division C – 1.3.5.1.(2)(c) | Substantial completion of structural framing, if the building is within the scope of Division B Part 9. |
| HVAC Rough-In | Division C – 1.3.5.1.(2)(c) | Substantial completion of ductwork and piping for heating and air conditioning, if the building is within the scope of Division B Part 9. |
| Insulation | Division C – 1.3.5.1.(2)(e) | Substantial completion of insulation, vapour barriers and air barriers. |
| Fire Separations | Division C – 1.3.5.1.(2)(f) | Substantial completion of all required fire separations and closures. |
| Fire Protection Systems | Division C – 1.3.5.1.(2)(f) | Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems. |
| Fire Access Routes | Division C – 1.3.5.1.(2)(g) | Substantial completion of fire access routes. |
| Building Sewers | Division C – 1.3.5.1.(2)(h)(i) | Readiness for inspection and testing of building sewers. |
| Building Drains | Division C – 1.3.5.1.(2)(h)(i) | Readiness for inspection and testing of building drains. |
| Water Service Pipe | Division C – 1.3.5.1.(2)(h)(ii) | Readiness for inspection and testing of water service pipe. |
| Fire Service Main | Division C – 1.3.5.1.(2)(h)(iii) | Readiness for inspection and testing of fire service main. |
| Plumbing Rough-in - DWV | Division C – 1.3.5.1.(2)(h)(iv) | Readiness for inspection and testing of drainage systems and venting systems. |
| Plumbing Rough-in – Water System | Division C – 1.3.5.1.(2)(h)(v) | Readiness for inspection and testing of the water distribution system. |
| Plumbing Final | Division C – 1.3.5.1.(2)(h)(vi) | Readiness for inspection and testing of plumbing fixtures and plumbing appliances. |
| Pool/Spa Circulation/Recirculation System | Division C – 1.3.5.1.(2)(j) | Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or a public spa. |
| Sewage System Excavation | Division C – 1.3.5.1.(2)(k) | Readiness to construct the sewage system. |
| Sewage System Completion | Division C – 1.3.5.1.(2)(l) | Substantial completion of the installation of the sewage system before the commencement of backfilling. |
| Site Services | Division C – 1.3.5.1.(2)(m) | Substantial completion of installation of plumbing not located in a structure before the commencement of backfilling. |
| Occupancy Prior to Completion | Division C – 1.3.5.1.(2)(n) | Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) of Division C or to permit occupancy under Sentence 1.3.3.1.(1) of Division C, if the building or part of the building to be occupied is not fully completed. |
| Final – Completion of Occupied Unfinished Building | Division C – 1.3.3.3.(1) | Completion of the building where a person has occupied or permitted the occupancy under Section 1.3.3. of Division C- Occupancy of Unfinished Building. |
| Final – Completion of Building* | BCA Section 11 | Completion of the building or part prior to occupancy or use. |

* “Building” means, BCA 1.(1)

(a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,

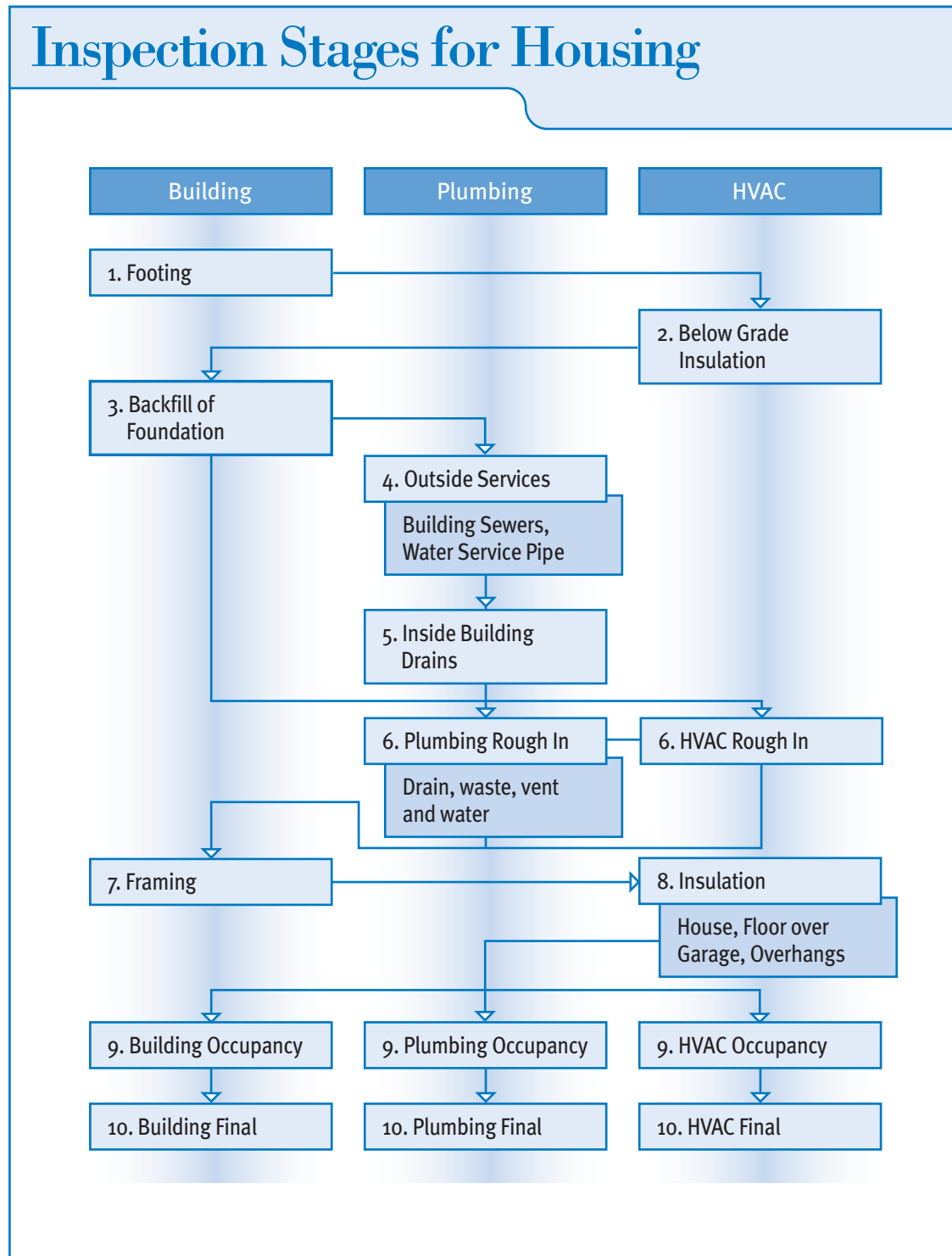
(b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,

(c) plumbing not located in a structure,

(c.1) a sewage system; or

(d) structures designated in the building code.

Inspection Stages for Housing



Other Inspections

Other Inspections to be considered

- If the property is subject to Site Plan Approval or is under Site Plan Control, inspections of the site works are required. Upon completion of all site works including grading, sodding and driveways, the applicant is to contact the Landscape Architectural Technologist to arrange a site inspection. Contact the Development and Design Division of the Planning and Building Department at 905-896-5511 for further information.
- If the property is subject to Lot Grading Approval, a Pre-Grade inspection is required prior to the issuance of the Building Permit. A final grading inspection is required before the Building Permit can be signed off. Contact Development Construction of the Transportation and Works Department at 905-615-3200 ext. 5155 for further information.
- If applicable, contact the Urban Forestry Unit to inspect the completed site works for the release of securities held for City owned tree preservation. To arrange an inspection call 905-615-4100.

There are outside agencies that require inspections in addition to the inspections required by the City of Mississauga and the Ontario Building Code:

- Electrical installations require inspections. To arrange an inspection for any electrical installation, contact the Electrical Safety Authority at 1-877-372-7233.
- Installations of gas equipment and appliances require inspections. To arrange an inspection for any gas appliance or equipment installation, contact Enbridge at 1-800-263-3688



Before Excavating...

Remember to locate underground utilities (gas, electrical, cable, telephone):

- **Underground Locates**
Call 1-800-400-2255 or visit www.on1call.com
- **Region of Peel Public Works**
(Sanitary Sewers, water mains, fire mains)
Mississauga 905-791-9400 ext.3153
- **City of Mississauga**
Surveys and Inspections
Transportation and Works Department (Storm Sewers)
905-615-3200 x4497

Contacts - Municipal**Planning and Building****Planning and Building
Department**

Civic Centre
300 City Centre Drive
Mississauga, Ontario L5B 3C1

Building Reception:
9th floor
Tel.: 905-896-5622

Planning Reception
11th floor
Tel.: 905-896-5511

Office Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.

**General Information
about Building Permits**

Permit Administration
9th floor
Tel.: 905-896-5619

General Planning Information

Development and Design Division
11th floor
Tel.: 905-896-5511

Zoning Information

Zoning Plan Examination
9th floor
Tel.: 905-896-5581

**Architectural/Structural
Information**

Building Plan Examination
9th floor
Tel.: 905-896-5404

**Heating, Ventilation,
Air Conditioning and
Plumbing Information**

Mechanical Plan Examination
8th floor
Tel.: 905-896-5612

**Private Sewage Systems
Information**

Plumbing Inspection
8th floor
Tel.: 905-896-5612

Inspections

Building, HVAC, Plumbing,
Enforcement
8th floor
Tel.: 905-896-5660

Other City Departments• **Minor Variance Approval**

**Committee of Adjustment
Office of the City Clerk**
Civic Centre
300 City Centre Drive
Mississauga, Ontario L5B 3C1
3rd floor Reception
Tel.: 905-896-5442

• **Heritage Approval**

**Planning & Heritage
Planning, Development and
Business Services Division,
Community Services Department**
Civic Centre
300 City Centre Drive
Tel.: 905-615-3200 ext 5070

• **Lot Grading**

**Development Construction
Engineering and Works Division,
Transportation and Works
Department**
3185 Mavis Road
Mississauga, Ontario L5C 1T7
2nd floor
Tel.: 905-615-3200 x5155

• **Lot Grading Deposit**

**Development Construction
Engineering and Works Division,
Transportation and Works
Department**
3484 Semenyk Court
Mississauga, Ontario L5C 4R1
Tel.: 905-615-5136

• **Tree Permit By Law**

**Recreation and Parks
Urban Forestry Division,
Community Services
Department**
3235 Mavis Road
Mississauga, Ontario L5C 1T7
Tel.: 905-615-4100

• **Swimming Pool
Enclosure Permits**

**Compliance and
Licensing Enforcement,
Enforcement Division,
Transportation and Works
Department**
Civic Centre
300 City Centre Drive
Mississauga, Ontario L5B 3C1
Ground floor
Tel.: 905-896-5655

• **Contractor Licence**

**Compliance and
Licensing Enforcement,
Enforcement Division,
Transportation and Works
Department**
300 City Centre Drive
Mississauga, Ontario L5B 3C1
Ground floor
Tel.: 905-896-5558

• **Fire Safety, Smoke Detectors,
CO Detection**

**Fire and Emergency Services
Fire Prevention,
Community Services
Department**
Civic Centre
300 City Centre Drive
Mississauga, Ontario L5B 3C1
8th floor
Tel.: 905-896-5908

*Helpful Hint: All addresses listed here are subject to change.
We recommend that you always call before visiting.*

Contacts - Other Agencies

- ***Building Code Inquiries***

**Building and Development Branch
Ministry of Municipal Affairs and
Housing**

777 Bay Street 2nd floor
Toronto, Ontario M5G 2E5
Tel.: 416-585-6666
www.ontario.ca/buildingcode

- ***Qualified Architects***

Ontario Association of Architects

111 Moatfield Avenue
Toronto, Ontario M3B 3L6
Tel.: 416-449-6898
Toll free: 1-800-565-2724
www.oaa.on.ca

- ***Qualified Professional Engineers***

Professional Engineers of Ontario

25 Sheppard Avenue West
Suite 1000
Toronto, Ontario M2N 6S9
Tel.: 416-224-1100
Toll free: 1-800-339-3716
www.peo.on.ca

- ***Qualified Architectural
Technology Designers***

**Association of Architectural
Technologists of Ontario**

1515 Matheson Boulevard East
Suite 207
Mississauga, Ontario L4W 2P5
Tel.: 905-238-7594
Toll free: 1-866-805-2286
www.aato.on.ca

- ***Qualified Engineering
Technology Designers***

**The Ontario Association of
Certified Engineering Technicians
and Technologists**

10 Four Seasons Place, Suite 404
Etobicoke, Ontario M9B 6H7
Tel.: 416-621-9621
www.oacett.org

- ***Sanitary and
Water Connections***

**Region of Peel
Public Works Department**
11 Indell Lane
Brampton, Ontario L6T 3Y3
Tel.: 905-791-7800 ext. 7973

- ***Sewer Repairs and
Connection Locates***

**Region of Peel
Public Works Department**
3515 Wolfedale Road
Mississauga, Ontario
Tel.: 905-270-5366
www.region.peel.on.ca

- ***Conservation Approval***

Credit Valley Conservation
1255 Derry Road West
Mississauga, Ontario L5N 6R4
Tel.: 905-670-1615
Toll free: 1-800-668-5557
www.creditvalleycons.com

- ***Conservation Approval***

**Halton Region
Conservation Authority**
2596 Britannia Road West RR#2
Milton, Ontario L9T 2X6
Tel.: 905-336-1158

- ***Conservation Approval***

**Toronto and Region
Conservation Authority**
5 Shorram Drive
Downsview, Ontario M3N 1S4
Tel.: 416-455-0169
www.trca.on.ca

- ***Home Builder Registration***

**TARION
(Ontario New Home Warranty)**

TARION Corporate Office
5160 Yonge Street, 12th floor
Toronto, Ontario, M2N 6L9

TARION Customer Centre
5150 Yonge Street,
Concourse Level
Toronto, Ontario M2N 6L8
Toll Free: 1-877-9TARION
www.tarion.com

- ***Hydro Locates***

Enersource Hydro Mississauga
3240 Mavis Road
Mississauga, Ontario L5C 3K1
Tel.: 905- 273-9050
www.enersource.com

- ***Inspections and
Certified Contractors***

Electrical Safety Authority
Mississauga Inspection Office
155D Matheson Boulevard West
Mississauga, Ontario L5R 3L5
Toll Free: 1-877-372-7233
www.esainspection.net

- ***Inspections and Locates***

Enbridge Gas Distribution
6 Colony Court
Brampton, Ontario L6T 4E4
Peel Region: 1-888-447-4911
www.enbridge.com

- ***Fuel Safety and
Certified Contractors***

**Technical Standards and
Safety Authority**
14th floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario M8X 2X4
Tel.: 416-734-3300
Toll Free: 1-877-682-TSSA
www.tssa.org

Helpful Hint:
*All addresses listed here
are subject to change.
We recommend that
you always call before
visiting.*

Building Permit Checklist
and Notes**Building Permit Checklist**

All items listed below are to be addressed PRIOR to submitting a Building Permit Application:

☐ A Building Permit is required.

☐ Proposed project complies with the Zoning By-law.

☐ Applicable Law has been checked and supporting documents obtained.

☐ Additional Items (such as the applicability of the Tree By-law) have been considered.

☐ Designer/Design Firm Qualifications have been confirmed.

☐ Two copies of the required drawings have been prepared:

☐ Site Plan

☐ Floor Plans

☐ Exterior Elevations

☐ Cross Sections

☐ Mechanical Drawings

☐ Lot Grading requirements have been met.

☐ Prescribed Building Permit Application Forms have been completed and fees paid.

Notes

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