



## Building Permit Application Requirements for: Non-Residential Alterations (Industrial/Commercial/Institutional)

Project Address:	
1	Prescribed Building Permit Application Forms ( <a href="#">link to Building Permit Application Form</a> )
2	Supplementary Information Form ( <a href="#">link to Supplementary Information Form</a> )
3	Scope of Work/Letters of Use - description on the application form corresponds with submitted documents ( <a href="#">link to Letters of Use template</a> )
4	Designer / Firm BCIN Information and Undertaking - on Schedule 1 of the Building Permit Application Form and on all drawings submitted in support of the application. Note: If you have multiple Designers, then a completed and signed Schedule 1 form is required for each Designer.
5	Applicable Law Form and Approvals ( <a href="#">link to Applicable Law Form</a> ) Confirmation from other approval agencies or approvals that may be required before you can apply for a Complete Application. Below is a list of the most common ones:
6	<ul style="list-style-type: none"> <li>Site Plan Approval (City of Mississauga) - verify SPA applicability to your property online by using the Planning and Building eServices to look up your <a href="#">Property</a></li> </ul>
	<ul style="list-style-type: none"> <li>Conservation Authorities - your property may be within a jurisdictional area or natural area. You need to check with the specific Conservation Authority to determine this. <a href="#">Credit Valley Conservation Authority</a> or <a href="#">Toronto Region Conservation Authority</a></li> </ul>
	<ul style="list-style-type: none"> <li>Zoning By-law (City of Mississauga) - your proposal must be in general compliance with the requirements of Zoning By-law. You can view the Zoning By-law requirements online (<a href="#">link to Zoning By-law</a>)</li> <li>Committee of Adjustment (City of Mississauga) - if you have a Zoning By-law minor variance application, it needs to be final before you can submit. You can check this online by using the Planning and Building eServices to look up your <a href="#">Property</a></li> </ul>
	<ul style="list-style-type: none"> <li>Heritage Approval (City of Mississauga) - in some rare cases, your property maybe listed or designated by by-law as having historical significance. You can check this online by using the Planning and Building eServices to look up your <a href="#">Property</a></li> </ul> <p>There are numerous other cases of Applicable Law. You can see the complete list of other Applicable Law by clicking this <a href="#">link</a>.</p>
7	Proof of Ownership / Authorization from Owner - if the applicant is other than the owner of the property, than you may be required to produce a letter of authorization at the time of application.
8	<p>Required Drawings and Specifications - <b>three</b> copies unless noted otherwise. We have detailed examples of submission standards in our <a href="#">ICI Permit Guide</a>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan - in metric units, includes dimensions of all existing and proposed construction, parking spaces, aisle widths and landscape buffer;</li> <li><input type="checkbox"/> Site Statistics - shows required and proposed GFA, parking, etc.</li> <li><input type="checkbox"/> Key Plan - for interior alteration &amp; tenant improvements projects: shows the unit number, the project area in relation to the rest of the building and the occupancies of any adjacent units.</li> <li><input type="checkbox"/> Site Servicing Drawings showing storm, sanitary, domestic water and fire protection water supply (including fire hydrants)- if applicable;</li> <li><input type="checkbox"/> Electrical Drawings providing the location of all required exit signs and emergency lights. Where the building is equipped with a fire alarm system, a complete layout designed by an electrical P. Eng. must be submitted;</li> <li><input type="checkbox"/> Kitchen Exhaust Drawings in compliance with NFPA96, applicable to all commercial cooking.</li> <li><input type="checkbox"/> Interior finish materials specifications;</li> <li><input type="checkbox"/> Window, Door and Wall Schedules</li> </ul> <p>Quality of Architectural, Structural, Mechanical, and Electrical Drawings &amp; Specifications - all documents must be LEGIBLE. Drawings are drawn to scale, fully dimensioned in either metric or imperial units, with a clear identification of EXISTING and PROPOSED construction as well as the use of all room/spaces. Sufficient information must be provided to assess conformance with the Building Code Act, Building Code and other Applicable Law.</p>
	<p>Professional Seals and Signatures - where applicable, on drawings and specifications</p>
10	<p>Other Required Forms and Documents - where applicable</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning Certificate of Occupancy - if new use or change in use (<a href="#">link to Form - separate application and fee required</a>);</li> <li><input type="checkbox"/> GFA Declarations(<a href="#">link to Form</a>);</li> <li><input type="checkbox"/> Energy Efficiency Design Summary Forms for compliance with SB-10 (<a href="#">link to Form</a>)</li> <li><input type="checkbox"/> Heat Loss/Gain calculations;</li> <li><input type="checkbox"/> Letter of Compliance with ASHREA 62;</li> <li><input type="checkbox"/> Commitment to General Reviews by Architect and Engineers (<a href="#">link to Form</a>);</li> </ul>
	<p>Additional Items to consider - where applicable</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alternative Solution Authorization Form and Alternative Solution Application Form- properly filled out and signed by the Architect, P. Eng. or Code Consultant proposing the Alternative Solution with all supporting documents. (<a href="#">link to Application Form</a>) (<a href="#">link to Authorization Form</a>)</li> <li><input type="checkbox"/> CCMC/BMEC Authorization Reports &amp; Minister's Rulings</li> <li><input type="checkbox"/> Water Receipt - obtained from the Region of Peel for proof of connection approval for all new water/sewer hook-ups);</li> </ul>
12	Building Permit Application Fee - paid in full

Document developed for convenience only. Additional requirements (not listed) may apply depending on the actual scope of work.