



Building Permit Application Requirements for: Residential Alteration Application

Project Address :			
1	Prescribed Building Permit Application Forms (link to Building Permit Application Form)		
2	Supplementary Information Form (link to Supplementary Information Form)		
3	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 (link to Zoning By-law)		
4	<p>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.</p> <p>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 OBC. This portion of the Building Permit form is only required if you are employing a Designer.</p> <p>Note: If you have multiple Designers, then a completed and signed Schedule 1 form is required for each Designer.</p>		
5	<p>Applicable Law Form and Approvals (link to Applicable Law Form)</p> <p>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:</p>		
6	<ul style="list-style-type: none"> Site Plan Approval (City of Mississauga) - You can check this online by using the Planning and Building eServices to look up your Property 		
7	<ul style="list-style-type: none"> Conservation Authorities - Your property may within a jurisdictional area or natural area. You need to check with the specific Conservation Authority to determine this. Credit Valley Conservation Authority or Toronto Region Conservation Authority. 		
8	<ul style="list-style-type: none"> 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 Property 		
9	<ul style="list-style-type: none"> 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 Property <p>There are numerous other cases of Applicable Law. You can see the complete list other Applicable Law by click this link.</p>		
10	Proof of Ownership / Authorization from Owner - if applicant other than owner than you may be required to produce a letter of authorization at the time of application.		
11	<p>Required Drawings and Documents - TWO copies unless noted otherwise. We have detailed examples of submission standards in our Residential Permit Guide.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Site Plan dimensioned in metric units (Site Plan shows the location and dimensions of the proposed construction and any other accessory structures in relation to the property lot lines. Site Statistics such as lot area, lot coverage, gross floor area, building height must be included. Sanitary and storm sewer invert elevations at the property line are also required to be shown); <input type="checkbox"/> Floor Plans (Floor Plans show the layout of the building and include a foundation/basement plan, a framing plan for each floor and a roof framing plan); <input type="checkbox"/> Exterior Elevations (Exterior Elevations are side views of the building. They are required for all new construction and any other project that affects the exterior of an existing building); </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 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); <input type="checkbox"/> Mechanical Documents (HVAC drawings, heat loss/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); All Floor Plans must be LEGIBLE, drawn to scale and fully dimensioned in either metric or imperial units, with a clear identification of EXISTING and PROPOSED construction as well as the use of all rooms/areas. </td> </tr> </table>	<input type="checkbox"/> Site Plan dimensioned in metric units (Site Plan shows the location and dimensions of the proposed construction and any other accessory structures in relation to the property lot lines. Site Statistics such as lot area, lot coverage, gross floor area, building height must be included. Sanitary and storm sewer invert elevations at the property line are also required to be shown); <input type="checkbox"/> Floor Plans (Floor Plans show the layout of the building and include a foundation/basement plan, a framing plan for each floor and a roof framing plan); <input type="checkbox"/> Exterior Elevations (Exterior Elevations are side views of the building. They are required for all new construction and any other project that affects the exterior of an existing building);	<input type="checkbox"/> 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); <input type="checkbox"/> Mechanical Documents (HVAC drawings, heat loss/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); All Floor Plans must be LEGIBLE, drawn to scale and fully dimensioned in either metric or imperial units, with a clear identification of EXISTING and PROPOSED construction as well as the use of all rooms/areas.
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12	<p>Other Required Forms and Documents - where applicable -</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Tree Injury or Destruction Declaration (link to form); <input type="checkbox"/> Engineered Roof Truss and/or Floor System Package; <input type="checkbox"/> Roof Truss Layout Review Form (link to form); <input type="checkbox"/> GFA Declarations (link to form); </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Energy Efficiency Design Summary Form for compliance with SB-12(link to form); <input type="checkbox"/> CCMC/BMEC Authorization Reports & Minister's Rulings; <input type="checkbox"/> TARION Warranty Exemption (link to form); <input type="checkbox"/> Single Dwelling Unit Statutory Declaration (link to form); </td> </tr> </table>	<input type="checkbox"/> Tree Injury or Destruction Declaration (link to form); <input type="checkbox"/> Engineered Roof Truss and/or Floor System Package; <input type="checkbox"/> Roof Truss Layout Review Form (link to form); <input type="checkbox"/> GFA Declarations (link to form);	<input type="checkbox"/> Energy Efficiency Design Summary Form for compliance with SB-12(link to form); <input type="checkbox"/> CCMC/BMEC Authorization Reports & Minister's Rulings; <input type="checkbox"/> TARION Warranty Exemption (link to form); <input type="checkbox"/> Single Dwelling Unit Statutory Declaration (link to form);
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13	<p>Additional Items to consider - where applicable -</p> <input type="checkbox"/> Water Receipt - obtained from the Region of Peel for proof of connection approval for all new water/sewer hook-ups); <input type="checkbox"/> Private Sewage Systems (if the proposed construction is on a property that is 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.) <input type="checkbox"/> Lot Grading/Road Occupancy/Municipal Services By-law - instruct applicant to contact Development Construction Section of the Transportation and Works Department. <p>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. (link to Application Form) (link to Authorization Form)</p>		
14	Building Permit Application Fee - paid in full		