

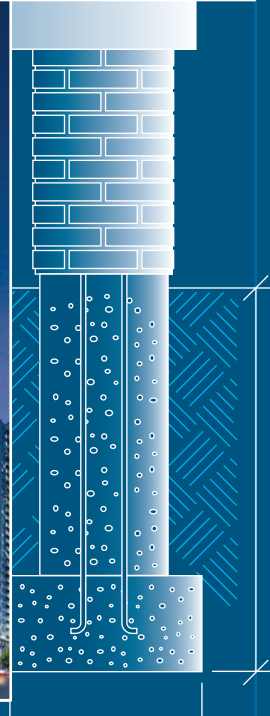
City of Mississauga

Building Permit Guide

Industrial, Commercial, Institutional and Multi Use Residential

Planning and Building

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Effective as of Spring 2009



MISSISSAUGA
Leading today for tomorrow

City of Mississauga

Building Permit Guide

Industrial, Commercial, Institutional and Multi-Unit Residential Projects

Planning and Building

Effective as of Spring 2009



Scope

This guide explains the process of applying for a building permit from the City of Mississauga for construction projects of Industrial, Commercial, Multi-Unit Residential and Institutional use. The following information is provided as a guideline to understanding the building permit approval process and it is not intended to be a complete list of requirements for building permits. Reference should always be made to the following governing documents:

- **Ontario Building Code (O.Reg. 350/06 as amended);**
- **Zoning By-law (By-law 0225-2007 as amended) and**
- **Applicable Law (referenced under Section 8 of the Building Code Act and further defined under Div. A – 1.4.1.3. of O.Reg. 305/06). Refer to Appendix A for statutory provisions and contact information of responsible agencies.**

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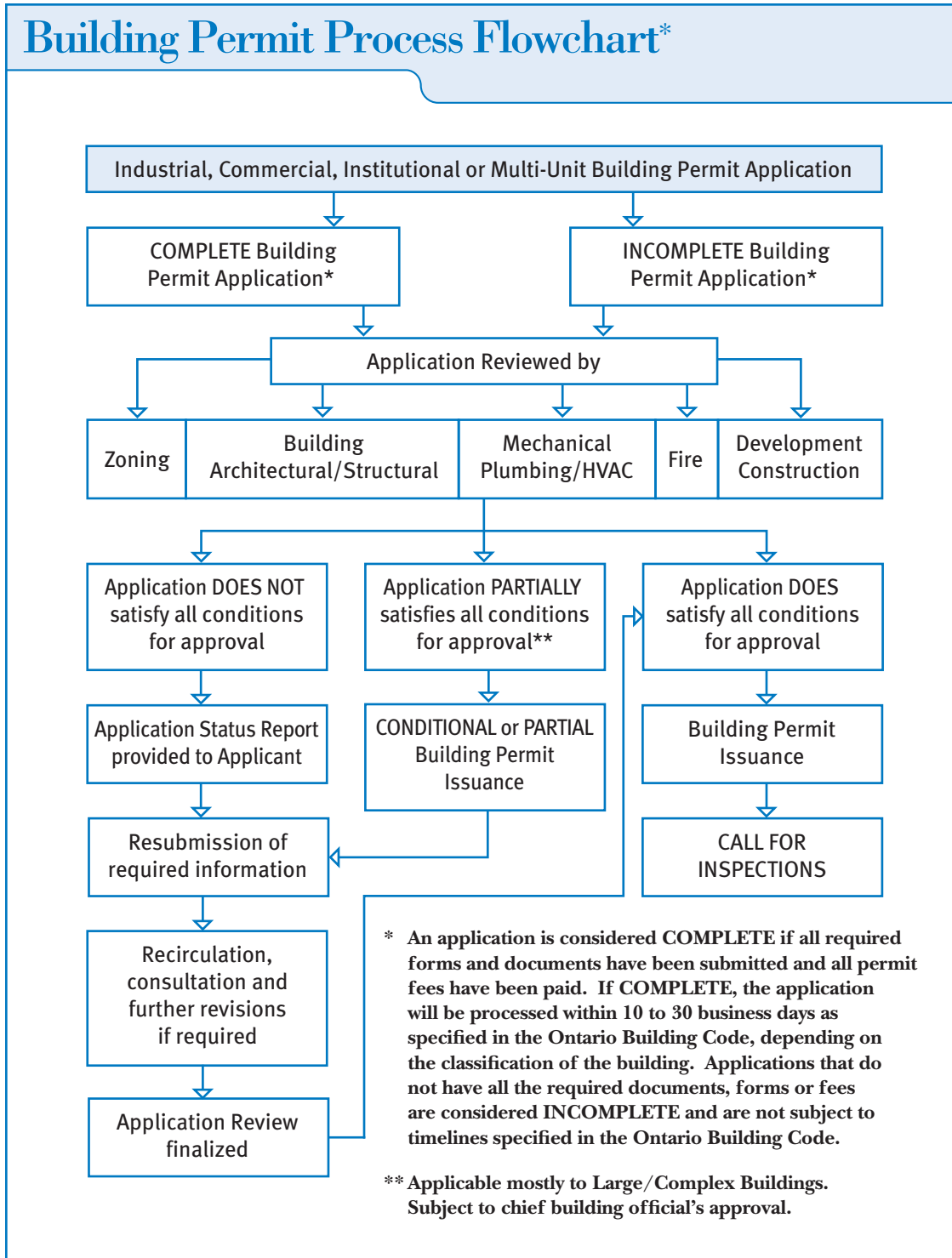
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General Information about Building Permits

- 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.
- 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 the interests of the property owner(s) and occupant(s), as well as the interests of everyone in the community.
- A building permit is required for ALL construction or alteration work of any units, buildings or structures.
- A zoning certificate is required for any change in the use of land, building or structure for industrial, commercial, public or institutional purposes within the City of Mississauga (*Excerpt from Subsection 1.3.13, By-law 0225-2007*).
- Under the Sign By-law all signs displayed, erected or altered on private or public lands within the City of Mississauga require a sign permit (with some exceptions). Signs may also require a separate building permit. Visit <http://www.mississauga.ca/portal/residents/signsinthecity> to learn more about compliance with sign regulations.



Building Permit Process Flowchart



Plan and Build eServices Centre

General Information and Services Descriptions

The *Plan and Build eServices Centre* is an on-line resource for information and services to help applicants through the development process. Making these services available on-line to clients allows the convenience of conducting a large part of their business from their offices or homes via the Internet. Patrons also have real time access to application status information and conditions to facilitate a quicker review process. Consequently, this reduces the amount of walk in traffic and status inquiries so staff can focus attention on processing applications. The goal is to provide clients with real time access to these functions to increase customer service and at the same time realize the benefits of off loading traditional service channels to the Internet.

List of Applicable Services

The *View Building Permit Application Status* and *View Development Application Status, Schedule Inspections*, and *My Applications* are just some of the features offered which provide applicants with the ability to manage their Development and Building applications when submitted to the Planning and Building Department.

Here is an overview of the main services the Plan and Build eServices Centre offers:

View Property Information

Property Details displays general information regarding the property: This service allows users to view property based information drawn from various City of Mississauga data sources. Applicants are able to search

by either the roll number or municipal address, confirm the property location with the Map It function as well as being provided with an automatically populated legal description. The City of Mississauga is committed to protecting personal information therefore all data shown herein has been deemed as public information. No personal information is displayed.

Access Maps and Aerial Imagery

This feature allows clients to:

- **Browse and explore the City's mapping**
- **Overlay current and historical aerial photography**
- **Locate a street address or property**
- **Locate a street intersection**
- **Print maps to scale**
- **Measure distances**
- **Generate user defined web links for the purpose of sharing maps.**

Compliance Letters

Compliance Reports represent a summary of information from various city departments which relate to outstanding deficiencies against a property. This report is most often purchased in conjunction with a purchase/sale of a property. The cost is \$100.00 CDN and represents a fee associated with an expedited service and is reflected in the Fees and Charges By-law. Although the City does not review surveys with respect to zoning compliance, the response will include sufficient information to allow a solicitor to satisfy themselves with respect to permitted uses and minimum setbacks.

Plan and Build eServices Centre

What information is included in the Compliance Report?

The online version of the Compliance Report will provide the same information that would be received through the mail in service, except that the report is immediately received. The following is a list of the information provided:

- **Outstanding Letters of notification, Orders and Notices** - This section contains records of outstanding violations on the property issued by Building Division (Building, HVAC, Plumbing, Signs, and Enforcement Inspection), Fire Prevention Inspection, and Bylaw Enforcement.
- **Outstanding Bylaw Investigations** - These are current complaints that are under investigation but have not been confirmed or elevated to a violation.
- **Zoning** – This is where the current zoning(s) applied to the property is found. Links are provided to PDF documents that contain general provision information about the zone. If the zoning contains a Special Section, the entire City of Mississauga zoning by-law is provided on-line as a resource to use. The zoning by-law can be linked from the Plan and Build eServices Centre landing page.
- **Committee of Adjustment** - all variance and consents linked to the property will be displayed. Click on the link to display and print the decisions text (if available) for each variance.
- **Heritage Status** - This section will be included if the property is listed or designated as a historical property or has historical structures or elements.
- **Outstanding Building Permit Applications** - This section contains a listing of all non-issued building permits on the property. Since properties may house many buildings, permits may be linked to different addresses in the list.
- **Outstanding Inspections for Issued Permits** - A complete listing of all permits where the inspector has not 'signed off' the permit as complete. In the case of a new building, this may prohibit occupancy.
- **Property Information** - including Roll Number, Legal Description, and Subdivision Assumption date (where available)
- **Fire Prevention Inspections** - displays the last date of a Fire Prevention inspection. The inspector can be contacted to arrange for an inspection if necessary.

My Properties Feature

The My Properties feature is available to logged-in users. Therefore, the first task is to register and obtain a portal account. Once an account is created with a valid e-mail address, a subscription is set up for this service. Anyone can use this feature but it may prove most useful to property management companies and private individuals who need to monitor development on properties.

View Building Permit Application Status

This feature provides the public with the ability to access building permit application status information such as all outstanding conditions and inspections in an unrestricted timetable. This information is presented in 'real time'. There is, however, a two hour time delay for updates. This means that if an application status/condition is referenced for information at 10:00 am and the plans examiner or planner updates that same condition at 10:01 am, that change will not be seen for two hours. Additionally, conditions are 'cached' when first looked at for speed purposes.

Building Application Status Page

When a building permit application is filed with the City of Mississauga it is deemed to be public information. The *Building Application Status Page* feature provides the public with the ability to access building permit application status information such as all outstanding conditions and inspections in an unrestricted timetable. However, any correspondence between the applicant/owner is considered as private and for that reason only people associated with the application are permitted to view the conditions and inspection results.

Plan and Build eServices Centre

Applicants will receive at the time of application, an application confirmation receipt. The application number and application specific WEB ID will appear in this report. These two pieces of information are required to access this feature.

Monitoring the application status is made easier by taking advantage of the 'My Applications' feature. By bookmarking the application an applicant does not have to re-enter the application number and WEB ID each time. To access these features an applicant must first register and have a portal account. When the application is accessed for the first time, a record will automatically be created in *My Applications*. A subscription will also be set up for the Notify Me feature which sends the applicant an e-mail each time an activity has been updated on the application.

If an application receipt has been lost, a new receipt may be requested by calling the Customer Services Section of the Building Division at 905-896-5511 or by e-mailing eplanbuild.info@mississauga.ca

View Development Application Status

The associated process and procedure is very similar to that of accessing *Building Permit Application Status*. Clients are able to access Development Application Status information including all outstanding conditions, 24/7. This service includes all comments and conditions from all circulated agencies where they have chosen to enter conditions through eCity; some of these being the Region of Peel, school boards and conservation

authorities. The information displayed is current and represents the actual status of an application but is displayed solely for convenience and does not constitute an official status. An official status report can be requested by calling the planner assigned to the application. It is important to remember that Development Applications are circulated to other internal departments and external agencies for comments and conditions. The planner is responsible for coordinating these conditions and resolving any conflicting comments. Applicants should exercise care when addressing conditions to ensure that any conflicting comments are resolved before resubmission. The planner's name and phone number can be found by clicking on the Contact link on the *Application Status Details Page*.

By default, conditions with a WITHHELD or NOTE status will be displayed since it is likely that only the applicant is concerned with outstanding conditions.

If it is intended to return to monitor an application status the 'My Applications' feature should be taken advantage of to bookmark the application so that the application number and WEB ID do not have to be re-entered each time. To do this the application can either be looked up and then clicking on the 'Add to My Applications' link, or selecting the *My Applications* feature from the Online Services menu.

If the application receipt has been misplaced, new receipt may be requested by calling the Planning Division at 905-896-5511 or by e-mailing eplanbuild.info@mississauga.ca

Plan and Build eServices Centre

Scheduling Building Inspections

The *Schedule Inspection* service and *My Applications* feature, when used in combination, can be a very effective way to schedule any building inspection.

Schedule Inspections

Site personnel can schedule inspections *before, during,* and *after* normal business hours. This feature is available to any one who has the application WEB ID and application number. Inspections can be scheduled for the following business day up to midnight.

Clients can access information from the issued Building Permit Notice to schedule inspections online. A permit applicant will need the combination of the permit number and WEB Access ID. Simply enter these two pieces of information and access an easy to use page to select an Inspection Type and Inspection Date. Further, an applicant can also schedule inspections for specific UNITS within the project (townhouse, apartment units, or other multiple unit projects).

My Applications

When monitoring applications such as Building Permit and Development Applications, clients are able to use the *My Applications* feature of bookmarking their submissions so they do not have to enter required information each time they wish to view their data. Since only people associated with the application/permit are permitted to view this information, applicants will receive an application confirmation receipt. The application number and application specific WEB ID will appear in this report which are necessary to access the *My Applications* feature. Additionally, the associated *Notify Me* option automatically sends an e-mail informing of changes in application activity status. If the permit has multiple inspection disciplines (Building/Structural, HVAC, Plumbing, or Fire Prevention), this feature will alert the applicant with an e-mail notification once Inspections have completed the final sign off.

Purchase Permits Online

This feature is just another example of the City of Mississauga's leading edge effort to provide clients and residents with the best service at a reasonable cost. There are (5) simple steps to complete the permit process on-line:

- **Select a type of permit**
- **Complete an on-line application form**
- **Schedule an inspection**
- **Pay for permit via Mississauga e-Store using your credit card (Visa, MasterCard, or AMEX)**
- **Print the completed application form and permit notice**

This is a complete end-to-end service without patrons having to leave the comfort of their home or office.

Plan and Build eServices Centre

Enter Development Application Comments

This feature allows public and private agencies the ability to respond to requests to provide comments on development applications currently under review by the City of Mississauga. Please note that an applicant must, as a first step, have created a user profile and have registered to utilize this feature. If the application number and WEB ID have been misplaced, please call the City of Mississauga at 905-896-5511 or e-mail eplanbuild.info@mississauga.ca

Agencies will receive a Circulation Notice by mail. This notice contains information about the development application and associated draft plan of subdivision, reference plan, site plans and elevation drawings. Accompanying the Circulation Notice will be an application and agency specific WEB ACCESS ID. This code allows the agency to enter comments via the website portal.

What are the advantages of using this service?

- **Response is quicker, since comments go directly into the database.**
- **Comments can be centrally accessed by City staff and Applicants.**
- **Conditions will be viewable via the View Development Application Status page for Applicants.**

By centralizing applicant conditions with Planning and Building conditions, the client is provided with a consolidated application status report that is more efficient and convenient.

Departmental Reports

The information contained in the reports is deemed to be public information. There are no private individual names, addresses, or phone numbers in accordance with Privacy legislation.

These reports are posted monthly on the ePlan and Build site. Once the previous month's data is verified by staff, the reports will be generated as PDF documents and posted to this site. Reports will remain for one year only.

ASCII delimited type reports can be created that can be downloaded and imported into the applications. These reports are provided on an 'as requested' basis and there is an associated fee with the report.

Other types of reports do have a fee association and are delivered through the Digital Download process. The fees associated with these reports are the same fees that are prescribed in the Fees and Charges By-law. Please note, these reports will only be available on-line and cannot be requested in person.

Plan and Build eServices Centre

Tracking and Managing Permits Online

At the time of submission for either a building permit application or development application, the client will receive a *WEB Access Report*. This report contains application information along with a *WEB Access ID number*. The applicant uses the application number and WEB Access ID number together in order to access application information on the website.

Registration

As the listed available services illustrate, there are numerous advantages to creating an account: namely managing permits and applications with greater ease and efficiency.

For example, permits can be tracked through *MY APPLICATIONS* and applicants would not be required to remember or re-enter the *WEB ID* each time. Builders and developers who monitor applications frequently would benefit greatly in terms of added convenience when reviewing the details of applications. If an applicant is a registered user and is logged-in when entering the application number and *WEB ID*, that application will automatically be added to the “*MY APPLICATIONS*” feature under Plan & Build e-Services. So, the next time an applicant wants to monitor that application, they would simply need to login and navigate to “My Applications” under the Plan & Build e-Services Centre. Also, once an application is added to the list of “My Applications”, the applicant will receive notification via e-mail when there is a change in activity status on that application.

Visit the City of Mississauga Home Page-Services Online-e-Plan & Build Services Centre at www.mississauga.ca/portal/services/planbuild

Forms Centre

Instead of hunting through the website to locate required forms, all Building Permit and Development Application forms are centralized from this one page. Forms are accessed by clicking on the Article link that corresponds to the form type an applicant wishes to download. These can be either accessed from the Forms Centre through the main Planning & Building site or through the ePlan & Build Services Centre.

Completing “Fill & Print” forms allows an applicant to enter information directly from their computer and print the form with the information entered. Fill & Print forms are identified by the (Fill & Print) text next to the title. There is no computation, validation, or verification of the information entered and the applicant is responsible for entering all required information.

On-line forms are available in PDF format. PDF forms require Adobe Acrobat Reader to be installed on the applicant’s computer. This software is free and available from the Adobe Website. Certain forms are available in “Fill & Print” format.

Acrobat does not allow completed forms to be saved. When entering information is completed, simply print as many copies of the document as are required.

Access the City of Mississauga Home Page-Residents-Planning & Building-Forms Centre at www.mississauga.ca/portal/residents/pbformscentre

Plan and Build eServices Centre

Building Permit - Prescribed Application Forms

A wide variety of forms that maybe required when making an application for a Building Permit are accessible. The Application for a Permit to Construct or Demolish, is a mandatory form. Other forms may be required based on the type and scope of application.

Fillable PDF forms are able to be downloaded in most cases. These fillable PDF forms will allow an applicant to enter data directly into the form on their computer. Once completed, the form can beprinted. This type of fillable PDF will aid in speeding up the data entry process and will provide a more legible document. Since a fillable PDF cannot be saved, once the form is started, it must be completed.

Please contact the Permit Administration Section at 905-896-5511 to determine required applicable forms. All these forms are prescribed under the Building By-law.

Related and available forms:

- **Acknowledgement By Applicant of Incomplete Application**
- **Demolition Property Status Change**
- **Occupancy Prior to Completion Application**
- **Building Permit Application Form**
- **Applicable Law Form**
- **Equivalent Evaluation Application**
- **Demolition Field Review**
- **Demolition Notification of Services**
- **General Field Review Declaration**
- **Supplementary Information Form**

Building Permit - Other forms that may be required

Please contact the Permit Administration Section at 905- 896 5511 to determine required applicable forms. These forms maybe required in support of the application.

Access the City of Mississauga Home Page - ePlan & Build Services Centre-Forms Centre at www.mississauga.ca/portal/residents/pbformscentre

TARION Warranty Exemption

A **TARION Warranty Exemption** is requested where a builder is constructing a new home for an owner where the owner does not intend to sell the new home.

Tree Injury or Destruction Declaration

A **Tree Injury or Destruction Declaration** is required to determine if a Tree Permit is required under By-law 0624-2001 where construction threatens trees that are prescribed in the By-law.

GFA Declaration(s)

GFA Declaration(s) are requested in support of a building permit application for new Gross Floor Area (GFA). There are certain GFA that are exempt from inclusion and this declaration identifies those areas. This information is used in conjunction when calculating Development Charges and it is in the owner's interest to provide this information.

Plan and Build eServices Centre

Certificate of Occupancy (Zoning)

No person shall change the use of any land or building without having first applied for and obtained a zoning certificate. A zoning certificate approves a change in use only and is not permission to construct or to occupy the building prior to final inspection or approval. However, a building permit will not be issued until a zoning certificate has been approved. The applicant is responsible for submitting a separate application to the Building Division for a zoning certificate. Please click on the Article title link to access the form and more information.

Development Application - Condominium Application

Condominiums have a dual nature in that owners hold title to their units and share responsibility for the operating costs of the common elements. To apply for condominium plan approval (new construction and conversion) complete and return the form with appropriate copies, fees and plans.

Related forms and documents:

- **Planning & Building- Condominium Conversion Acknowledgement**
- **Condo Act 1998 Addendum**
- **Condo Act 1998**
- **Planning & Building- Condominium Application Form**
- **Condominium Application Guide**

Development Application - Exemption from Part Lot Control

The exemption from part lot control provisions of the Planning Act allow a municipality to pass by-laws to remove part lot control from all or any part of a registered plan of subdivision. Such a by-law has the effect of allowing the conveyance of a portion of a lot without requiring the approval of the land division committee. These are available on-line:

- **Part Lot Exemption Guide**
- **Exemption from Part Lot Control Application-January 2009**

Development Application - Other Related Forms

Other related development application forms that may have been directed to complete in support of an application:

Application for Payment in Lieu (PIL) of Off Street Parking

Infill Housing Design Guidelines

Application for Exemption from Part Lot Control

Plan and Build eServices Centre

Development Application - Site Plan

A site plan is a drawing prepared by a professional designer which includes: location of buildings and structures; relationships between buildings; landscaped areas, fencing, walkways, parking areas, grading information and other issues such as access, loading facilities and garbage handling facilities. Other drawings required as part of the site plan process may include: building elevations, floor plans, and landscape plans that show existing and proposed vegetation and planting. The following material is provided to assist applicants with the site plan approval process.

Some detached dwellings are subject to site plan approval. Homeowners, applicants, designers, and architects are required to arrange a preliminary meeting with the Development and Design Division prior to submitting a site plan application. This will allow staff an opportunity to identify any issues early in the process and assist in reducing the time required to obtain approvals. Feel free to contact us at 905-896-5511 or e-mail us at epplanbuild.info@mississauga.ca

Application for Site Plan Approval

Required for all types of site plan applications. This form includes the Environmental Site Screening Questionnaire and Declaration and the Tree Injury or Destruction Questionnaire and Declaration.

Environmental Site Screening Questionnaire and Declaration

Required for all site plan applications, and identifies the potential for environmental contamination on the subject site.

Tree Injury or Destruction Questionnaire and Declaration

Required to determine if a Tree Permit or Tree Removal Permission is required under By-law 0624-2001 where construction threatens trees that are prescribed in the by-law.

Site Plan Undertaking-Corporations

Required for all site plan application to ensure the applicant completes the site works as shown on the approved drawings. The undertaking must be countersigned by the Director of Development and Design.

Letter of Credit

Required when securities are held by the Development and Design Division until the site works have been completed to the satisfaction of the Division. Certified cheques or bank drafts are also acceptable forms of security.

Landscape-Reduction of Letter of Credit

Certificate of Inspection is required for all requests for site inspections, except for hoarding inspections and inspections for new dwellings, replacement housing and additions. The inspection fee must accompany the inspection request. The certificate must be embossed with the Ontario Association of Landscape Architects (OALA) seal and signed by the landscape architect.

Plan and Build eServices Centre

Landscape-Inspection of Final Site Works

Certificate of Inspection is required for all requests for site inspections, except for hoarding inspections and inspections for new dwellings, replacement housing and additions. The inspection fee must accompany the inspection request. The certificate must be embossed with the Ontario Association of Landscape Architects (OALA) seal and signed by the landscape architect.

Landscape-Estimate of Total Costs

Costs for site works are an integral part of the landscape plan approval. Landscape architects are to submit an Estimate of Total Costs for the project, based on the information contained in the Standard Unit Costs for Site Works chart.

Landscape-Standard Unit Costs for Site Works

Costs for site works are an integral part of the landscape plan approval. Landscape architects are to submit an estimate of total costs for the project, based on the information contained in the Standard Unit Costs for Site Works chart.

Development Application - Official Plan and Amendments, Rezoning & Plans of Subdivision

Mississauga (Official) Plan is a policy document which sets out the goals, objectives and direction for long term growth and development in the City. The Plan is a strategic document developed with citizen input to guide development decisions. Amendments are made to the Plan most often as a result of a rezoning application that is inconsistent with policies found in Mississauga Plan.

The Mississauga Zoning By-law is a set of regulations governing land use that implements the policies of Mississauga Plan. Each property in the City is categorized into zones. Each zone defines and regulates uses and sets standards for each permitted use. The rezoning process provides a way to change zoning regulations for individual properties, and is generally initiated by the property owner.

Please Note: A new application form has been developed that can be used for re-zonings, Official Plan Amendments, or subdivision applications. This new combined application form reduces the amount of duplicated information. This new form can be accessed from either the Development Application – Re-zonings and Official Plan Amendments or Development Application - Subdivisions articles in the Forms Centre.

Preparing to Apply for a Building Permit

Zoning By-Law

The zoning by-law applies to all properties within the City of Mississauga regardless of the requirement of a building permit. A building permit cannot be issued unless it complies with all applicable provisions of the zoning by-law.

The zoning by-law specifies the permitted uses and regulations for each property within the City of Mississauga. Such items may include: the use of land/buildings, setbacks to lot lines, number of parking and loading spaces required, maximum gross floor area and heights.

If it is not possible to meet one or more of the zoning by-law regulations, a separate application to the Committee of Adjustment for a minor variance to the zoning by-law or to the Planning Division for a re-zoning to amend the zoning by-law may be required.

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 at www.mississauga.ca/portal/residents/officialdocuments
- (2) information on zoning is available from Customer Service at the Building Division Counter on the 9th Floor of City Hall

Applicable Law

Approvals from outside agencies may also be required prior to the issuance of a building permit. For a complete list and contact information of responsible agencies, please see **Appendix A**.

The most common Applicable Law approvals required are:

- **Site Plan Approval from the Development and Design Division of the Planning and Building Department**

- **Conservation Authority Approval from the governing Conservation Authority**
- **Development Charges from the Development Services Division of the Planning and Building Department**

Ontario Building Code in Objective-Based Format

The Ontario Building Code is a regulation made under the Building Code Act, 1992.

Under the Building Code Act, a building permit is required for the construction and/or alteration of any structure greater than 10m² in area.

The Ontario Building Code sets out technical requirements for the construction (including renovation) and demolition of buildings, the change of use of existing buildings where the change would result in an increase in hazard, and the maintenance and operation of on-site sewage systems. The code is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, accessibility and structural sufficiency. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards.

The 2006 Ontario Building Code is written in an objective-based format which is intended to promote innovation and flexibility in design and construction. The **objective-based format** augments specific technical requirements by identifying the underlying objectives and functional statements of those requirements.

Now, designers have the choice of proposing for evaluation an **Alternative Solution** that will achieve the same level of performance as its corresponding **Acceptable Solution** with respect to the underlying objectives and attributed functional statements.

Preparing to Apply for a Building Permit

Designer/Design Firm Requirements and Qualifications

Architects and **professional engineers** are qualified and registered by the *Ontario Association of Architects* and by the *Association of Professional Engineers of Ontario*, respectively 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.obc.mah.gov.on.ca.

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

Designer/Design Firm Requirements

Designers	Design Firms
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> are architectural, engineering or interior design consultants that are engaged in the business of providing design activities to the public
<ul style="list-style-type: none"> must be qualified (unless exempted under the Building Code) 	<ul style="list-style-type: none"> must be registered (unless exempted under the Building Code)
<ul style="list-style-type: none"> to become qualified, successful completion of the Ministry of Municipal Affairs and Housing examination program in area(s) of practice is required 	<ul style="list-style-type: none"> 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 exam program for area(s) of practice
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> can only carry out design activities in areas of practice for which the required Qualifications have been obtained 	<ul style="list-style-type: none"> to become registered, a design firm must carry insurance, as required by subsection 3.6.2. of Division C of the Ontario Building Code
<ul style="list-style-type: none"> hold a BCIN (<i>Building Code Identification Number</i>) 	<ul style="list-style-type: none"> hold a BCIN (<i>Building Code Identification Number</i>)

Preparing to Apply for a Building Permit

Summary of Requirements for Designers under the Ontario Building Code

Q = Qualification R = Registration
Y = Indicates Requirement

Class of Building	Designed By	Q	R	Design Scope	Category of Qualification	
Small Building <i>Including extension, alteration or repair</i>	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 Protection or Building Services	
		Fire Alarm Emergency Lighting, Power			Fire Protection or Building Services or Detection, Lighting, Power	
Large Building <i>Including extension, alteration or repair</i>	Owner	Y		Architectural	Large 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 Protection or Building Services	
		Fire Alarm Emergency Lighting, Power			Fire Protection or Building Services or Detection, Lighting, Power	
Complex Building <i>Including extension, alteration or repair</i>	Owner	Y		Architectural	Large 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 Protection or Building Services	
		Fire Alarm Emergency Lighting, Power			Fire Protection or Building Services or Detection, Lighting, Power	

This summary has been developed for convenience purposes only.
Reference should always be made to the Regulations.

Preparing to Apply for a Building Permit

Summary of Requirements for Designers
under the Ontario Building CodeQ = Qualification R = Registration
Y = Indicates Requirement

Miscellaneous Projects	Designed By	Q	R	Category of Qualification
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.
- 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.

Permit Applications - Types & Requirements

New Buildings and Additions to Existing Buildings

Under the authority of Section 7 and 8 of the Building Code Act, the following information is required for a complete building permit application submission:

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Building Permit Fee. Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedules “A” and “B” for details.

Plans, Specifications and Additional Documentation*

- Site Plan (3 copies) including site statistics
- Site servicing drawings (6 copies) showing storm, sanitary, domestic water and fire protection water supply (including fire hydrants).
- Architectural, Structural, HVAC, Plumbing, Electrical drawings (3 copies of each)
- Sprinkler drawings (3 copies) ‘shop quality’, complete with hydraulic calculations and water supply flow test data
- Specifications (3 sets)– Architectural, Structural, Mechanical and Electrical
- CCMC/BMEC (3 copies) authorization reports (where applicable)
- Geotechnical Subsoil Investigation report (2 copies)
- Heat loss/heat gain calculations (2 copies)
- 5 copies of kitchen exhaust (where applicable)

- ASHRAE 90.1 or MNECB (1 copy) compliance forms (where applicable)
- ASHRAE 62 (1 copy) certification letter (ventilation)
- Commitment to General Reviews by architect and engineers
- Letter of Use describing the nature of the proposed business operation at this location, the number of employees and the total occupant load of people (i.e.- employees and patrons). Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage
- Equivalent Evaluation and documentation are required to be submitted as per 2.1.1.1 Division C-Part 2 of the Ontario Building Code with every Alternative Solution proposed.
- Tree Injury or Destruction Declaration (1 copy)

NOTE: Applicant is responsible to circulate one complete set of drawings to Transportation and Works Department, Development Construction Section to determine the necessity for lot grading approval, certification and deposit.

** The construction, enlargement or alteration of every building or part of it as described in the Ontario Building Code, Division C - Table 1.2.1.1. shall be designed and reviewed by an architect, professional engineer or both.*



Permit Applications - Types & Requirements

Unit Finish and/or Interior Alterations to Assembly Occupancies (restaurants, schools, places of worship, clubs, child care facilities, libraries, community halls, etc.)

Under the authority of Section 7 and 8 of the Building Code Act, the following information is required for a complete building permit application submission:

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Building Permit Fee. Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedules "A" and "B" for details.

Plans, Specifications and Additional Documentation*

- Site Plan (2 copies) including site statistics (i.e.- GFA, parking)
- Key Plan (2 copies) indicating the project area in relation to the rest of the building and the occupancies of any adjacent units (a combined Site Plan/Key Plan may be provided)
- Architectural drawings (3 copies) providing overall room and space dimensions, identifying the use of all rooms and spaces, specifying existing and proposed construction/demolition work, identifying all existing and proposed fire separations, partition and door schedules, as well as providing all necessary construction details for proposed construction including fire-rated assemblies
- Structural drawings (3 copies) providing design criteria, construction details and specifications for all proposed structural modifications required as a result of a change of use or new construction
- HVAC drawings (3 copies) providing distribution system plan including unit location and specification, duct size and volume, fire dampers and fire stop flap locations

- Plumbing drawings (3 copies) providing existing and proposed fixtures and a drain plan indicating the pipe size if changes to existing or additional plumbing are proposed
- Electrical drawings (3 copies) 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 engineer must be provided
- Sprinkler plan (3 copies) where changes to existing room or space layout are proposed (hydraulic calculations where applicable)
- CCMC/BMEC (2 copies) authorization reports (where applicable)
- Heat loss/heat gain calculations (1 copy)
- ASHRAE 90.1 or MNECB (1 copy) compliance forms (where applicable)
- ASHRAE 62 certification letter (1 copy) (ventilation)
- Commitment to General Reviews by architect and engineers (where applicable)
- Letter of Use describing the nature of the proposed business operation at this location, the number of employees and the total occupant load of people (i.e.- employees and patrons) as well as any special circumstances that may affect the design of the space.
- Equivalent Evaluation and documentation are required to be submitted as per 2.1.1.1 Division C-Part 2 of the Ontario Building Code with every Alternative Solution proposed.
- Kitchen Exhaust drawings (3 copies) designed in compliance with NFPA 96, applicable to all commercial cooking facilities

NOTE: Applicant is responsible to obtain a Zoning Certificate of Occupancy (where required) prior to occupying the unit.

** Applicant must retain a qualified designer to assess existing premises and to prepare the plans. Although no proposed construction is anticipated for the unit finish, upgrading one or more of the following areas may be required: fire separation and fire resistance rating of demising walls, exits, door hardware, washroom facilities and number of fixtures, HVAC system, exit signs and emergency lighting, fire alarm system. Ontario Building Code, Division C – 1.2.1.1.(3) requires that an architect be retained where the plan includes construction that affects fire separations, structural elements, public corridor system, exit enclosures, building shell and changes to existing or proposed mezzanines.*

Permit Applications - Types & Requirements

Unit Finish and/or Interior Alterations to Industrial, Commercial or Institutional Occupancies (warehouses, repair and storage garages, laboratories, stores, supermarkets, offices, banks, medical offices, beauty parlours, nursing homes, hospitals, detention quarters, etc.)

Under the authority of Section 7 and 8 of the Building Code Act, the following information is required for a complete building permit application submission:

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Building Permit Fee. Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedules "A" and "B" for details.

Plans, Specifications and Additional Documentation*

- Site Plan (2 copies) including site statistics (i.e.- GFA, parking)
- Key Plan (2 copies) indicating the project area in relation to the rest of the building and the occupancies of any adjacent units (a combined Site Plan/Key Plan may be provided)
- Architectural drawings (3 copies) providing overall room and space dimensions, identifying the use of all rooms and spaces, specifying existing and proposed construction/demolition work, identifying all existing and proposed fire separations, partition and door schedules, as well as providing all necessary construction details for proposed construction including fire-rated assemblies
- Structural drawings (3 copies) providing design criteria, construction details and specifications for all proposed structural modifications required as a result of a change of use or new construction

- HVAC drawings (3 copies) providing distribution system plan including unit location and specification, duct size and volume, dampers and fire stop flap locations
- Plumbing drawings (3 copies) providing existing and proposed fixtures and a drain plan indicating the pipe size if changes or additional plumbing are proposed
- Electrical drawings (3 copies) 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 engineer must be provided
- Sprinkler plan (3 copies) where changes to existing room or space layout are proposed (hydraulic calculations where applicable)
- CCMC/BMEC (1 copy) authorization reports (where applicable)
- Heat loss/heat gain calculations (1 copy)
- ASHRAE 90.1 or MNECB (1 copy) compliance forms (where applicable)
- ASHRAE 62 certification letter (1 copy) (ventilation)
- Commitment to General Reviews by architect and engineers (where applicable)
- Letter of Use describing the nature of the proposed business operation at this location, the number of employees and the total occupant load of people (i.e.- employees and patrons) as well as any special circumstances that may affect the design of the space. Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage
- Equivalent Evaluation and documentation are required to be submitted as per 2.1.1.1 Division C-Part 2 of the Ontario Building Code with every Alternative Solution proposed.
- Kitchen Exhaust drawings (3 copies) designed in compliance with NFPA 96, applicable to all commercial cooking facilities

NOTE: Applicant is responsible to obtain a Zoning Certificate of Occupancy (where required) prior to occupying the unit.

** Applicant must retain a qualified designer to assess existing premises and to prepare the plans. Although no proposed construction is anticipated for the unit finish, upgrading one or more of the following areas may be required: fire separation and fire resistance rating of demising walls, exits, door hardware, washroom facilities and number of fixtures, HVAC system, exit signs and emergency lighting, fire alarm system. Ontario Building Code, Division C – 1.2.1.1.(3) requires that an architect be retained where the plan includes construction that affects fire separations, structural elements, public corridor system, exit enclosures, building shell and changes to existing or proposed mezzanines.*

Permit Applications - Types & Requirements

Change of Use

Under the authority of Section 10 of the Building Code Act, a Change of Use building permit is required if the change would result in an increase in hazard as determined in accordance with Ontario Building Code, Division C – 1.3.1.4.

As part of the submission requirements, the qualified designer shall undertake a performance level analysis based on Division B – 10.3.2.2. and determine any reduction in the performance level of the building (or part thereof) as a result of the change of use.

In a building that contains more than one major occupancy, a change in the use of one major occupancy may result in the re-classification of the entire building for the most restrictive major occupancy contained. The qualified designer shall then initiate a comparison analysis addressing all issues arising from the new building classification including type of construction, exposing building face, fire separations, occupant load, fire alarm, standpipe, exits, travel distance, spatial separation, washroom count, barrier free compliance, structural performance based on new loading conditions, exit signs, etc.

If any compensating construction is required, the proposed construction shall conform to Division B, Section 3.17 and Section 9.41 of the Ontario Building Code.

Zoning Certificate

Under the authority of Section 1.1.13 of the Zoning By-law 0225-2007, the use of land, buildings or structures for industrial, commercial, public or institutional purposes within the Planning area shall not be changed without having first applied for and obtained a zoning certificate from the zoning administrator.

Prescribed Application Forms and Fees

- **Application for a Zoning Certificate**
- **Zoning Permit Fee**

Plans, Specifications and Additional Documentation*

- **Site Plan (1 copy) including site statistics (ie. floor area, parking, etc.)**
- **Key Plan (1 copy) indicating the project area in relation to the rest of the building (a combined Site Plan/Key Plan may be provided)**
- **Floor Plan (1 copy) fully dimensioned from exterior of outside walls to mid-point of interior partitions identifying the use of all rooms and spaces**
- **Letter of Use describing the nature of the proposed business operation at this location**

Permit Applications - Types & Requirements

Demolition Permit

Under the authority of Section 7 and 8 of the Building Code Act, a Demolition Permit is required for the removal of a building or any material part thereof. A person is exempt from the requirement to obtain a permit under Section 8 of the Building Code Act for the demolition of a building located on a farm.

Under Ontario Building Code, Division C – 1.2.2.3.(1), the applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where:

- the building exceeds 3 storeys in building height or 600m₂ in building area
- the building structure includes pre-tensioned or post-tensioned members
- the demolition work will extend below the level of footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
- Explosives or a laser are to be used during the course of demolition.

With the application for a permit to demolish a building falling under the above mentioned criteria, the applicant shall submit 2 copies of a demolition report describing the structural design characteristics of the building as well as the method of demolition, signed and sealed by the professional engineer.

For any other building, submit 2 copies of the Site Plan identifying the building proposed to be demolished together with the prescribed building permit application and fees.

Site Servicing Permit

The servicing of a building (storm and sanitary sewers, domestic water and fire protection water supply) is generally reviewed under a building permit, however, sites with multiple buildings will require a separate site servicing permit. All site servicing permits are subject to applicable law, including compliance with the zoning by-law.

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law Form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Building Permit Fee. \$150.00 for each building or block of units serviced. Refer to Building By-law 255-05 Schedule “A” and “B” for details.

Plans, Specifications and Additional Documentation*

- Site servicing drawings (5 copies) showing storm, sanitary, domestic water and fire protection water supply (including fire hydrants). Drawings shall be reviewed and stamped by Mississauga Fire Plan Examination and the Region of Peel.
- Storm connection approval from Transportation and Works
- Sanitary connection approval from the Region of Peel
- Easement documentation (where applicable)



Permit Applications - Types and Requirements

Conditional Building Permit

In accordance with Subsection 8(3) of the Building Code Act, a conditional permit may be issued by the chief building official for any stage of construction, even if all requirements have not been met to obtain a permit, if:

- (a) compliance with by-laws passed under sections 34 and 38 of the Planning Act and with such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;
- (b) the chief building official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- (c) the applicant and such other person as the chief building official determines, agree in writing with the municipality to,
 - (i) assume all risk in commencing the construction,
 - (ii) obtain all necessary approvals in the time set out in the agreement
 - (iii) file plans and specifications of the complete building in the time set out in the agreement,
 - (iv) at the applicant's expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and
 - (v) comply with such other conditions as the chief building official considers necessary, including the provision of security to remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement.

Contact the permit administrator for more information.

Occupancy Prior to Completion Permit

A building may be occupied prior to completion pursuant to Ontario Building Code Division C, Subclause 1.3.5.1.(n). A permit authorizing occupation of a building or part of it prior to its completion may be issued where:

- (a) **The structure of the building or part thereof is completed to the roof,**

- (b) **The enclosing walls of the building or part thereof are completed to the roof,**
- (c) **The walls enclosing the space to be occupied are completed, including balcony guards,**
- (d) **All required fire separations and closures are completed on all storeys to be occupied,**
- (e) **All required exits are completed and fire separated including all door, door hardware, self closing devices, balustrades and handrails from the uppermost floor to be occupied down to grade level and below if an exit connects with lower storeys,**
- (f) **All shafts including closures are completed to the floor-ceiling assembly above the storey to be occupied and have a temporary fire separation at such assembly,**
- (g) **Measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction,**
- (h) **Floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards,**
- (i) **If service rooms should be in operation, required fire separations are completed and all closures are installed,**
- (j) **All building drains, building sewers, water systems, drainage systems and venting systems are complete and tested as operational for the storeys to be occupied,**
- (k) **Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied**
- (l) **Required lighting in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied,**
- (m) **Required standpipe, sprinkler and fire alarm systems are complete and operational up to and including all storeys to be occupied, together with required pumper connections for such standpipes and sprinklers,**
- (n) **Required fire extinguishers have been installed on all storeys to be occupied,**
- (o) **Main garbage rooms, chutes and ancillary services thereto are completed to storeys to be occupied,**
- (p) **Required fire fighting access routes have been provided and are accessible, and**
- (q) **The sewage system has been completed and is operational.**

Inspectors and/or permit administrators should always be consulted for further information about occupancy prior to completion.

Permit Applications - Types & Requirements

Partial Building Permit – Foundation Only

After a building permit application has been made, a partial permit may be considered under certain circumstances. The following minimum information must be submitted, reviewed and satisfied for the issuance of a Partial Building Permit – FOUNDATION. Always consult the plan examiner as additional information may be required at any given stage:

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Building Permit Fee. Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedule “A” and “B” for details.

Plans, Specifications and Additional Documentation*

Zoning

- Site Plan (2 copies)
- Architectural drawings (floor plans, elevations) (2 copies) – additional drawings may be requested upon review
- Documentation confirming compliance with all Applicable Law (i.e. Site Plan Approval, Conservation Authority, etc.)

Building

- Architectural drawings (3 copies)
- Structural drawings (3 copies)
- Geotechnical Subsoil Investigation report (1 copy)
- Specifications (2 sets) - structural
- Commitment to General Reviews by architect and engineers
- Building classification under Division B – 3.2.2.20 to 3.2.2.83
- Structural design criteria and parameters
- Travel distance compliance with reference to exits location
- Defined Seismic Force Resisting System (shear walls, moment frames, vertical braced frames, etc.)
- Fire separations

HVAC

- No minimum submission requirements

Plumbing

- Site servicing drawings (5 copies) reviewed and stamped by Mississauga Fire Prevention and the Region of Peel.
- Plumbing drawings (2 copies) showing all underground or below grade piping and drainage

Fire

- Site Plan (1 copy)
- Site Servicing drawings (5 copies)
- Floor Plans (1 copy)
- Water Supply Data
- Fire Route application
- Letter of use

The construction, enlargement or alteration of every building or part of it as described in the Ontario Building Code, Division C - Table 1.2.1.1. shall be designed and reviewed by an architect, professional engineer or both.

Permit Applications - Types & Requirements

Partial Building Permit – Foundation to Roof

After a building permit application has been made a partial permit may be considered under certain circumstances. The following minimum information must be submitted, reviewed and satisfied for the issuance of a partial building permit – FOUNDATION TO ROOF. Always consult the plan examiner as additional information may be required at any given stage:

Prescribed Application Forms and Fees

- Application for a Permit to Construct or Demolish
- Supplementary Information to Application for a Permit to Construct or Demolish
- Applicable Law form
- Acknowledgement by Applicant of Incomplete Application Form (where applicable)
- Balance of Building Permit Fee. Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedule “A” and “B” for details.

Plans, Specifications and Additional Documentation*

Zoning

- Clearance of all zoning conditions required

Building

- Specifications (2 sets) - Architectural
- CCMC/BMEC authorization reports (2 copies where applicable)
- Equivalent Evaluation and Authorization Form with proposed alternative solution (2 copies where applicable)
- Door and door hardware schedule (2 copies)
- Wall and partition schedule (2 copies)

- Compliance with building construction relative to building classification
- Minimum required fire separations, fire rated assemblies and closures
- Compliance with spatial separation and exposure protection
- High rise requirements and measures
- Fire protection and detection systems (fire alarm, standpipe, sprinklers)
- Conformity with exit width and height
- Coordinated analysis between the occupant load and the number of plumbing fixtures
- Compliance with barrier free design
- Compliance with special conditions (interconnected floor space, mezzanines)

HVAC

- ASHRAE 90.1 or MNECB (1 copy) compliance forms for Building Envelope only

Plumbing

- Site Servicing drawings (5 copies) reviewed and stamped by Mississauga Fire Prevention and the Region of Peel.
- Plumbing drawings (3 copies) showing all underground or below grade piping and drainage
- Roof drainage

Fire

- Site Plan (1 copy)
- Site Servicing drawing (5 copies)
- Water Supply Data
- Fire Route application
- Architectural, Mechanical, Electrical drawings (1 copy) – additional copies may be requested subsequent to review
- Letter of use
- Specifications (1 set)

* The construction, enlargement or alteration of every building or part of it as described in the Ontario Building Code, Division C - Table 1.2.1.1. shall be designed and reviewed by an architect, professional engineer or both.

Permit Applications - Types & Requirements

Partial Building Permit Completion

After a building permit application has been made a partial permit may be considered under certain circumstances. A completion permit finishes the partial permit process. The following minimum information must be submitted, reviewed and satisfied for the issuance of a COMPLETION building permit. Always consult the plan examiner as additional information may be required at any given stage:

Prescribed Application Forms and Fees

- **Application for a Permit to Construct or Demolish**
- **Supplementary Information to Application for a Permit to Construct or Demolish**
- **Applicable Law form**
- **Acknowledgement by Applicant of Incomplete Application Form (where applicable)**
- **Balance of Building Permit Fee.** Typically based on the Service Index for the classification of the work proposed and the floor area in m² of the work involved. (Building Permit Fee = Service Index x Area). Refer to Building By-law 255-05 Schedule "A" and "B" for details.

Plans, Specifications and Additional Documentation*

Zoning

- Clearance of all zoning conditions required

Building

- **Electrical drawings (3 copies)**
- **Electrical Specifications (2 sets)**
- **Conformity with exit signs**
- **Compliance with exit and access to exit details (handrails, guards, ramps)**
- **Roof coverings, interior and exterior finishes**
- **Conformity with lighting and emergency power systems**
- **Compliance with all other miscellaneous requirements relative to safety, health, vertical transportation and service facilities**

HVAC

- **HVAC drawings (2 copies)**
- **Heat Loss/Heat Gain calculations (2 copies)**
- **ASHRAE 62 certification letter (1 copy) (ventilation)**
- **ASHRAE 90.1 or MNECB (1 copy) compliance forms for HVAC equipment, HVAC systems, electrical and lighting**

Plumbing

- **Plumbing drawings (2 copies) indicating:**
 - sanitary and/or storm building drain with sizes and direction of flow
 - all new drains and connections to existing drains. All drains and branches to be sized
 - all new plumbing fixtures, appliances and associated traps, vents and cleanouts
 - potable water system, including pipe sizes and valve locations
- **Stack elevations (3 copies) (may be prepared by the plumbing contractor- must be reviewed and stamped by a P.Eng.)**

Fire

- **Site Plan (1 copy)**
- **Site Servicing drawing (5 copies)**
- **Water Supply Data**
- **Fire Route application**
- **Architectural, Mechanical, Electrical drawings (1 copy) – additional copies may be requested subsequent to review**
- **Letter of use**
- **Specifications (1 set)**
- **Sprinkler (3 copies) system shop drawings**
- **Hydraulic Analysis of sprinkler design**

** The construction, enlargement or alteration of every building or part of it as described in the Ontario Building Code, Division C - Table 1.2.1.1. shall be designed and reviewed by an architect, professional engineer or both.*

Inspections

Calling for Inspections

- Construction is required to start within 6 months from the date the building permit was issued.
- The contractor shall notify the appropriate building inspector (Building, Plumbing, HVAC, Fire) at certain stages of construction as referenced in the diagram below.
- 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 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.

Building By-Law 255-05 Schedule “E” Prescribed Notices

The Building Code lists a number of mandatory inspections and is documented in Schedule “E” of the City of Mississauga’s Building By-law:

SEE CHART ON PAGE 29



Building By-Law 255-05 Schedule “E” Footnotes for chart on page 29

* Prescribed notices and/or inspections apply to all building types, unless otherwise noted.

** “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.

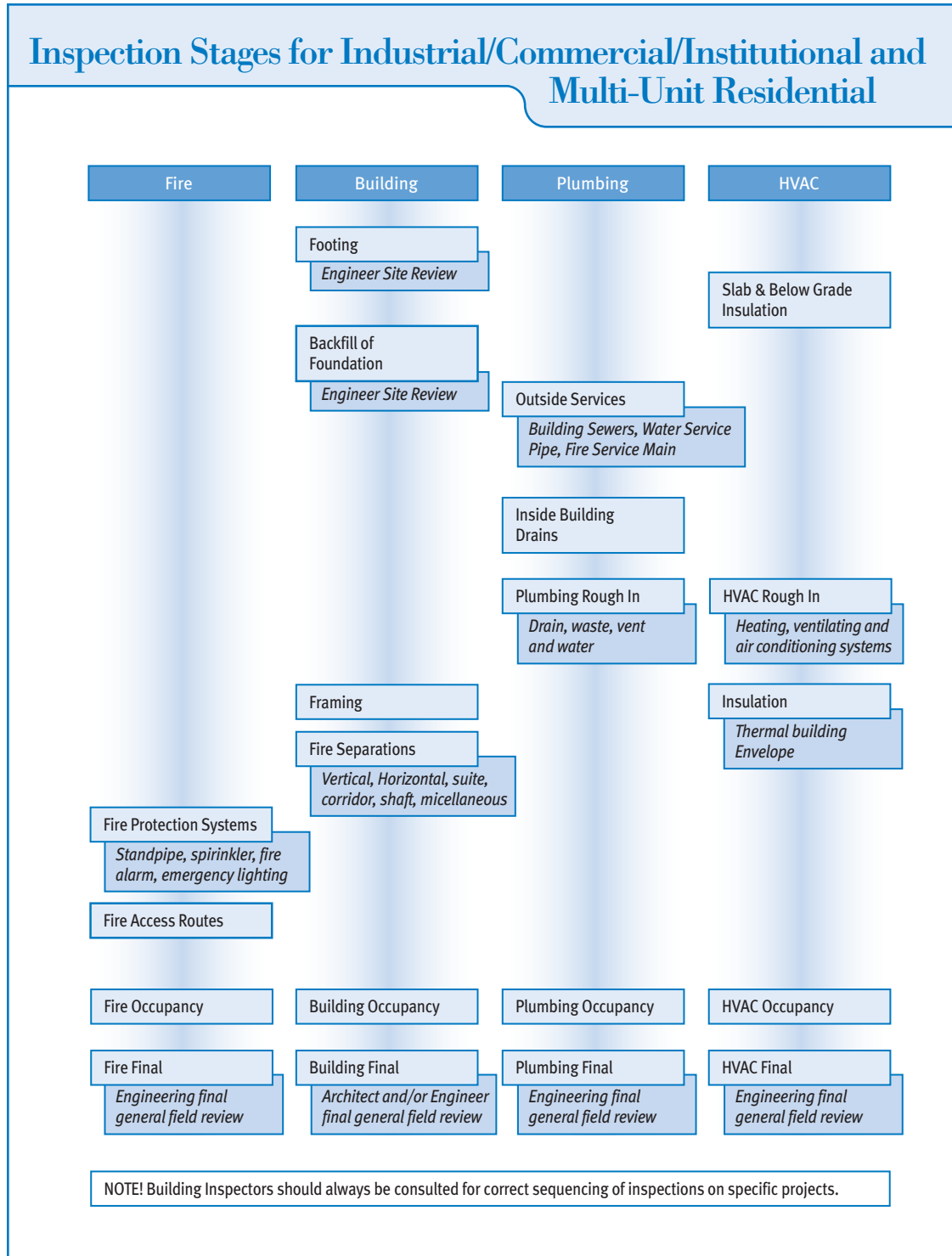


Inspections

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 Part 9 Building	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.
Framing Other than Part 9 Building	Division C – 1.3.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause Division C – 1.3.5.1.(2)(c) applies.
HVAC Rough-In Part 9 Building	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.
HVAC Rough-In Other than Part 9 Building	Division C – 1.3.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause Division C – 1.3.5.1.(2)(c) applies.
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 Suction and Gravity Outlet System	Division C – 1.3.5.1.(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or spa..
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 Building**	BCA Section 11	Completion of the building or part prior to occupancy or use.
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.

Inspections



Other Inspections

Inspections by Outside Agencies

- **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**

Locating Underground Utilities

- **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**Planning and Building****Planning and Building
Department**

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

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

General Planning Information

905-896-5511

Inspections

Building, Enforcement, HVAC,
Plumbing, Signs

905-896-5660

Other City Departments**General Information Line**

905-896-5000

**Fire and Emergency Services
Fire Prevention**

905-615-3777

Other Agencies**Region of Peel Public Works
Department****Sanitary and Water Connections**

11 Indell Lane
Brampton, Ontario L6T 3Y3
905-791-7800

**Sewer Repairs or
Connection Locate**

3515 Wolfedale Road
Mississauga, Ontario
905-791-7800
www.region.peel.on.ca

**TARION
(Ontario New Home Warranty)**

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

Customer Centre
5150 Yonge Street,
Concourse Level
Toronto, Ontario M2N 6L8

Toll Free 1-877-9TARION
www.tarion.com

Credit Valley Conservation

1255 Derry Road West
Mississauga, Ontario L5N 6R4
905-670-1615 or 1-800-668-5557
www.creditvalleycons.com

**Halton Region Conservation
Authority**

2596 Britannia Road West RR#2
Milton, Ontario L9T 2X6
905-336-1158
www.conservationhalton.on.ca

**Toronto and Region Conservation
Authority**

5 Shoreram Drive
Downsview, Ontario M3N 1S4
416-667-6295
www.trca.on.ca

**Enersource Hydro Mississauga
(Hydro Locates)**

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

**Electrical Safety Authority
(Inspections and Certified
Contractors)**

Mississauga Inspection Office
155D Matheson Boulevard West
Mississauga, Ontario L5R 3L5
1-877-372-7233
www.esainspection.net

**Enbridge Gas Distribution
(Inspections and Locates)**

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

**Technical Standards and
Safety Authority
(Fuel Safety and Certified
Contractors)**

14th floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario M8X 2X4
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.*

Appendix A - Applicable Law Contact List

As part of the changes to the building regulatory system through O.Reg. 305/06, the definition of applicable law has been replaced with a specific list of statutes and regulations that must be considered by a chief building official prior to the issuance of a building permit. The list of applicable law takes effect July 1, 2005.

In general, building permit applicants will be required to establish compliance with applicable law.

This table identifies the provincial statutes and regulations that are listed as applicable law under the building code as well as the corresponding contact information.

Please be advised that this table is subject to change at any time and without prior notice.

Code Ref.	Applicable Law Provision	Responsible Agency	Contact
1.1.3.3.(1)(a)(ii)	Section 5, Charitable Institutions Act, with respect to the approval by the Minister of the site and plans for a new building or an addition to an existing building used or to be used as a charitable institution.	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch 416-326-6882 or 877-767-8889
1.1.3.3.(1)(a)(iii)	Section 5, Regulation 262 under the Day Nurseries Act, with respect to the approval of plans for a new building to be erected or an existing building to be used, altered or renovated for use as a day nursery or for alterations or renovations to be made to premises used by a day nursery.	Ministry of Children and Youth Services	Central East Regional Office 905-868-8900 Central West Regional Office 905-567-7177 Eastern Regional Office 613-234-1188 Hamilton/Niagara Regional Office 905-521-7280 North East Regional Office 705-474-3540 Northern Regional Office 705-564-6699 South East Regional Office 613-545-0539 South West Regional Office 519-438-5111 Toronto Regional Office 416-325-0500
1.1.3.3.(1)(a)(v)	Section 194, Education Act, with respect to the approval of the Minister for the demolition of a building.	Ministry of Education	Steven Mitchell, Architect 416.325.2015

Appendix A - Applicable Law Contact List

1.1.3.3.(1)(a)(viii)	Section 6, Regulation 314 of the Elderly Persons Centres Act, with respect to the approval of the Minister for the construction of a building project.	Ministry of Health and Long Term Care	<p>Central East (Newmarket) Region 605-954-4700</p> <p>Central South (Hamilton) Region 905-546-8294</p> <p>Central West (Mississauga) Region 905-897-4610</p> <p>East (Ottawa) Region 613.569.5602</p> <p>North (Sudbury) Region 705-564-3130</p> <p>Southwest (London) Region 519-675-7680</p> <p>Toronto Region 416-327-8952</p>
1.1.3.3.(1)(a)(ix)	Section 5, Environmental Assessment Act, with respect to the approval of the Ministry or the Environmental Review Tribunal to proceed with an undertaking.	Ministry of the Environment	Environmental Assessment And Approvals Branch 1-800-461-6290 or 416-314-8001
1.1.3.3.(1)(a)(xi)	Section 46, Environmental Protection Act, with respect to the approval of the Minister to use land or land covered by water that has been used for the disposal of waste.	Ministry of the Environment	Environmental Assessment And Approvals Branch 1-800-461-6290 or 416-314-8001
1.1.3.3.(1)(a)(xi.1)	Section 168.3.1, Environmental Protection Act, with respect to the construction of a building to be used in connection with a change of use of a property.	Ministry of the Environment	<p>Central Region, 416-326-6700 or 800-810-8048</p> <p>Eastern Region 613-549-4000</p> <p>Northern Region 807-475-1205 or 800-875-7772</p> <p>Southwestern Region 519-873-5000 or 800-265-7672</p> <p>West Central Region 905-521-7640 or 800-668-4557</p>

1.1.3.3.(1)(a)(xi.2)	Paragraph 2 of Subsection 168.6(1), Environmental Protection Act, if a certificate of property use has been issued in respect of the property under subsection 168.6(1) of the Act.	Ministry of the Environment	Central Region, 416-326-6700 or 800-810-8048 Eastern Region 613-549-4000 Northern Region #807-475-1205 or 800-875-7772 Southwestern Region 519-873-5000 or 800-265-7672 West Central Region 905-521-7640 or 800-668-4557
1.1.3.3.(1)(a)(xii)	Regulation 469 of the Funeral Directors and Establishments Act, with respect to the provision to the Registrar of architectural plans or drawings of the proposed construction or alteration of a funeral establishment.	Ministry of Consumer and Business Services	Board of Funeral Services 416-979-5450 or 1-800-387-4458
1.1.3.3.(1)(a)(xiii)	Section 14, Homes for the Aged and Rest Homes Act, with respect to the approval of the Minister for the erection or alteration of a building for use as a home or joint home.	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch 416-326-6882 or 877-767-8889
1.1.3.3.(1)(a)(xiv)	Section 14, Milk Act, with respect to the permit from the Director for the construction or alteration of any building intended for use as a plant.	Ministry of Agriculture and Food	Food Inspection Branch Dairy Food Safety 519-826-4180 or 1-888-466-2372 ext 6-4180 (Ontario only)
1.1.3.3.(1)(a)(xv)	Section 4, Regulation 832 of the Nursing Homes Act, with respect to the provision to the Director of plans and specifications and such information and other material as may be required by the Director in respect of the construction, alteration, addition to or renovation of a nursing home or conversion of an existing building into a nursing home.	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch 416-326-6882 or 877-767-8889
1.1.3.3.(1)(a)(xv.1)	Section 11.1 of O.Reg. 267/03, Nutrient Management Act, 2002, with respect to a proposed building or structure to house farm animals or store nutrients if that Regulation requires the preparation and approval of a nutrient management strategy before construction of the proposed building or structure.	Ministry of Agriculture and Food	Andrew Jameson 519-826-6366
1.1.3.3.(1)(a)(xv.2)	Subsection 30 (2) of the Ontario Heritage Act with respect to a consent of the council of a municipality to the alteration or demolition of a building.	Local Municipality	
1.1.3.3.(1)(a)(xvi)	Section 33, Ontario Heritage Act, with respect to the consent of the council of a municipality for the alteration of a property.	Local Municipality	

1.1.3.3.(1)(a)(xvii)	Section 34, Ontario Heritage Act, with respect to the consent of the council of a municipality for the demolition of a building.	Local Municipality	
1.1.3.3.(1)(a)(xvii.1)	Section 34.5 of the Ontario Heritage Act with respect to a consent of the Minister to the alteration or demolition of a designated building	Ministry of Culture General Inquiry 416-212-0644 1-866-454-0049	
1.1.3.3.(1)(a)(xvii.2)	Subsection 34.7 (2) of the Ontario Heritage Act with respect to a consent of the Minister to the alteration or demolition of a designated building	Ministry of Culture General Inquiry 416-212-0644 1-866-454-0049	
1.1.3.3.(1)(a)(xviii)	Section 42, Ontario Heritage Act, with respect to the permit given by the council of a municipality for the erection, alteration, or demolition of a building.	Local Municipality	
1.1.3.3.(1)(a)(xviii.1)	Section 14, Ontario Planning and Development Act, 1994, with respect to any conflict between a development plan made under that Act and a zoning by-law that affects the proposed building or structure.	Ministry of Municipal Affairs and Housing	Central Municipal Services Office 1-800-668-0230 Eastern Municipal Services Office 1-800-267-9438 Northeastern Municipal Services Office 1-800-461-1193 Northwestern Municipal Services Office 1-800-465-5027 Southwestern Municipal Services Office 1-800-265-4736
1.1.3.3.(1)(a)(xix)	Section 41, Planning Act, with respect to the approval by the council of the municipality of the Municipal Board of plans and drawings.	Local Municipality	
1.1.3.3.(1)(a)(xxii)	Section 2, O.Reg. 453/96 of the Public Lands Act, with respect to the work permit authorizing the construction or placement of a building on public land.	Ministry of Natural Resources	Main Info Line 1-800-667-1940

<p>1.1.3.3.(1)(a)(xxiii)</p>	<p>Section 34 or 38, Public Transportation and Highway Improvement Act, with respect to the permit from the Minister for the placement, erection or alteration of any building or other structure or the use of land.</p>	<p>Ministry of Transportation</p>	<p>Central Region 416-235-5385</p> <p>Eastern Region Bancroft Office 613-332-3220</p> <p>Ottawa Office 613-745-6841</p> <p>Port Hope Office 905-885-6381</p> <p>Kingston Office 613-544-2220</p> <p>Northeastern Region Cochrane Office 705-272-4333</p> <p>Huntsville Office 705-789-2391</p> <p>New Liskeard Office 705-647-6761</p> <p>North Bay Office 705-472-7900</p> <p>Sault Ste Marie Office 705-945-6611</p> <p>Sudbury Office 705-564-7722</p> <p>Northwestern Region Kenora Office 807-468-2740</p> <p>Thunder Bay Office 807-473-2000</p> <p>Southwestern Region Chatham Office 519-354-1400</p> <p>London Office 519-873-4200</p> <p>Owen Sound Office 519-376-7350</p>
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1.1.3.3.(1)(b)(i)	Sections 28 and 53, Development Charges Act, 1997	Local Municipality	
1.1.3.3.(1)(b)(ii)	Sections 257.83 and 257.93, Education Act	Local Municipality	
1.1.3.3.(1)(b)(iii)	Subsection 5(4), Environmental Assessment Act	Ministry of the Environment	Environmental Assessment And Approvals Branch 1-800-461-6290 or 416-314-8001
1.1.3.3.(1)(b)(iv)	Subsection 133(4), Municipal Act, 2001	Local Municipality	
1.1.3.3.(1)(b)(v)	Subsection 24(3), Niagara Escarpment Planning and Development Act	Ministry of Natural Resources	Niagara Escarpment Commission 905-877-5191
1.1.3.3.(1)(b)(vi)	Subsections 4(3) and (5) of Regulation 832 of the Revised Regulations of Ontario, 1990, made under the Nursing Homes Act	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch 416-326-6882 or 877-767-8889
1.1.3.3.(1)(b)(ix)	Section 46, Planning Act	Local Municipality	
1.1.3.3.(1)(b)(x)	Section 33 of the Planning Act, except where in the case of demolition of a residential property, a permit to demolish the property is obtained under that Section	Local Municipality	
1.1.3.3.(1)(b)(xi)	Section 47, Planning Act or subsection 17(1), Ontario Planning and Development Act, 1994	Ministry of Municipal Affairs and Housing	Central Municipal Services Office 1-800-668-0230 Eastern Municipal Services Office 1-800-267-9438 Northeastern Municipal Services Office 1-800-461-1193 Northwestern Municipal Services Office 1-800-465-5027 Southwestern Municipal Services Office 1-800-265-4736
1.1.3.3.(1)(b)(xii)	Subsection 22(1), Private Hospitals Act	Ministry of Health and Long Term Care	Capital Planning Branch 416-327-8725
1.1.3.3.(1)(c)	Clause 28(1)(c), Conservation Authorities Act	Local Conservation Authority	
1.1.3.3.(1)(d)	Sections 34 or 38, Planning Act	Local Municipality	
1.1.3.3.(1)(d.1)	by-laws made under Section 40.1 of the Ontario Heritage Act	Local Municipality	

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