

July, 2014
BUILDING DIVISION

HOW TO APPLY FOR AN INTERIOR RENOVATION PERMIT

This guide outlines the necessary steps to obtain a permit for an interior renovation.

This is for general guidance only. It does not replace by-laws or other legal documents.

General Information

Most interior renovations involve some form of structural work. If there is any change to the structural elements of a building, sealed and signed structural drawings and schedules may be required.

What Will Be Needed When Applying For an Interior Renovation Permit?

- A completed Building Permit Application form.
- A current Title Search which may be obtained from the Land Title Office;
- Owner Authorization Form (if Applicant is not the Registered Owner)
- One complete set of drawings, including:
 - A site plan at a scale of $1/8" = 1'0"$ or metric equivalent accurately drawn showing:
 - The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line.
 - A floor plan at a scale of $1/4" = 1'0"$ or metric equivalent accurately drawn showing:
 - Existing/demolition floor plan, showing which structural elements will be removed;
 - New floor showing all proposed new construction (clearly identified using hatch pattern);

- Use and sizes of rooms;
 - Sizes of doors and windows; and
 - Location of smoke alarms and primary exhaust fan.
- Construction details at a scale of 1/2" = 1'0" or metric equivalent accurately drawn showing:
- Floor to ceiling height;
 - Building height which is measured between average existing grade and midpoint of highest roof;
 - Floor, ceiling, roof and wall assembly details; and
 - Footing and foundation wall details.

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

- Payment of the permit fee; and
- A damage deposit may be required.

Other Drawings That May Be Required

If an existing window or door will be enlarged or if a new window or door will be installed, an elevation drawing of the affected building face and a cross section drawing through the wall in which the window or door will be installed are required.

How to Apply

To apply for an interior renovation permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

After an Application Has Been Submitted

Once the plan reviewer is satisfied that all the requirements have been met, the permit will be issued and the applicant will be notified. You will be required to have the approved drawing set at the site location at all times during construction.

Other Permits that may be required

Separate plumbing and electrical permits are required for any plumbing and electrical work. Plumbing and electrical permits may be applied for only after the building permit has been issued.