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## **TOWN OF AURORA**

### **Building Permit Application Checklist**

#### **PLANNING AND DEVELOPMENT SERVICES**

##### **Building Division**

Phone: 905-727-3123 ext. 4388

Fax: 905-726-4731

Email: [building@aurora.ca](mailto:building@aurora.ca)



**FOR OFFICE USE ONLY**

|                    |                  |
|--------------------|------------------|
| Address            | Application Date |
| Application Number | Application Type |

**APPLICATIONS / DOCUMENTS**

| Required                 | Received                 | Document   |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Application for a Permit to Construct or Demolish – Filled out in full                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule 1: Designer Information   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing and Drain Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Efficiency Design Summary Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Commitment to General Reviews By Architect and Engineers   |
| <input type="checkbox"/> | <input type="checkbox"/> | Secondary Dwelling Unit Registration Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewage System (septic) Application Form with Schedule 1 & Schedule 2 (Sewage System Installer Information) |

**DRAWINGS / TECHNICAL INFORMATION (Please see reverse for additional information)**

| Required                 | Received                 | Document  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan – Required for ICI buildings, new residential, additions, accessory structures and secondary dwelling units |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Drawings – Stamped and signed where applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | OBC Data Matrix – Required with all non-residential applications  |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Drawings – Stamped and signed as applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Drawings and Specifications – Stamped and signed with Schedule 1 as applicable                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Secondary Dwelling Unit Registration Form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan (5 copies - only for new residential buildings)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Photos   |

**APPROVALS**

| Required                 | Received                 | Document                        |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Approval              |
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage Approval               |
| <input type="checkbox"/> | <input type="checkbox"/> | Conservation Authority Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                           |

**FEES, CHARGES\* & SECURITY DEPOSIT**

| Required                 | Received                 | Document                                 |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fees                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Deposit                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Secondary Dwelling Unit Registration Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot grading review fee                   |

\* Development Charges and Cash-in-lieu of parkland (CIL) are calculated and payable at the time of issuance of the permit where applicable

|  |               |
|--|---------------|
| The Application is deemed to be: <input type="checkbox"/> <b>Complete</b> <input type="checkbox"/> <b>Incomplete</b> | Staff Initial |
| Applicant Signature (required for all incomplete applications)   | Date          |



**DRAWING QUANTITIES**

|  |   |
|--|---|
| <p><b>RESIDENTIAL APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>○ Alterations           <ul style="list-style-type: none"> <li>▪ 2 copies of all drawings and specifications</li> </ul> </li> <li>○ Additions           <ul style="list-style-type: none"> <li>▪ 3 copies of architectural and site plan drawings</li> <li>▪ 2 copies of all other drawings and specifications</li> </ul> </li> <li>○ New Dwellings           <ul style="list-style-type: none"> <li>▪ 3 copies of architectural drawings</li> <li>▪ 5 copies of grading plans</li> <li>▪ 2 copies of all other drawings and specifications</li> </ul> </li> <li>○ Decks/Porches, Accessory Buildings, and Pool/Hot Tub Enclosures           <ul style="list-style-type: none"> <li>▪ 2 copies of all drawings and specifications</li> </ul> </li> <li>○ Change of Use/Secondary Dwelling Unit           <ul style="list-style-type: none"> <li>▪ 3 copies of all drawings and specifications</li> </ul> </li> </ul> | <p><b>NON-RESIDENTIAL APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>○ Alterations and Change of Use           <ul style="list-style-type: none"> <li>▪ 3 copies of all drawings and specifications</li> </ul> </li> <li>○ Additions and New Buildings           <ul style="list-style-type: none"> <li>▪ 4 copies of architectural and site plan drawings</li> <li>▪ 3 copies of all other drawings and specifications</li> </ul> </li> <li>○ Accessory Buildings           <ul style="list-style-type: none"> <li>▪ 3 copies of all drawings and specifications</li> </ul> </li> </ul> |
| <p><b>ALL OTHER APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>○ Revisions           <ul style="list-style-type: none"> <li>▪ As per application type above</li> </ul> </li> <li>○ Temporary Tents/Trailers           <ul style="list-style-type: none"> <li>▪ 3 copies of all drawings and specifications</li> </ul> </li> <li>○ Signs           <ul style="list-style-type: none"> <li>▪ 2 copies of all drawings and specifications</li> </ul> </li> <li>○ Solar Collectors           <ul style="list-style-type: none"> <li>▪ 3 copies of all drawings and specifications</li> </ul> </li> <li>○ Demolition           <ul style="list-style-type: none"> <li>▪ 2 copies of site plan and photos</li> </ul> </li> </ul>  | <p><b>ADDITIONAL COPIES</b></p> <p><b>*Please be advised that an additional drawing set must be provided for all heritage buildings and/or buildings within the Aurora Promenade</b></p>  |

**Note to Applicants:** All permit applications must be accompanied by sufficient information demonstrating that the proposed work conforms to the Ontario Building Code, Zoning By-law and all applicable laws. You will be notified if additional documents and /or approvals are required, which will be determined during the processing of the application. All drawings must be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail.