



**SUBMISSION REQUIREMENTS FOR A
CHANGE OF USE PERMIT OR ALTERATION PERMIT**

A Permit is required by the Town of Aurora's Building and By-law Services Department to ensure that the minimum building and life-safety requirements of the Ontario Building Code are met.

Building Staff also review the permit application for compliance with the Town of Aurora's Zoning By-law and with other applicable laws such as Site Plan Approval, Committee of Adjustment, Conservation Authority, etc. The zoning review will include a check of permitted uses, parking and other zoning provisions.

➤ **PERMIT APPLICATION FORM:**

The permit application form is available on the Town's Website at www.e-aurora.ca, from the drop down list select Building Permits, select Building Services, from Downloadable Documents select "Application for a Permit to Construct or Demolish".

➤ **CHANGE OF USE PERMIT REQUIREMENTS:**

A Change of Use Permit is required when a change in major occupancy occurs though no construction is proposed. For example, a residential use changes to an office or retail use, or an office changes to a retail use. If during the plans review it is determined by Building Staff that construction or alterations are required for compliance with the Ontario Building Code, the submission of additional drawings as referenced below in the "Alteration Permit Requirements" may be requested by Building Staff.

Application Requirements:

1. Submission of a completed permit application,
2. Three (3) copies of fully dimensioned drawings prepared by a Qualified Designer, the drawings shall include:
 - i) Site plan showing location of the building and/or unit and the parking layout,
 - ii) Gross floor area of the building and/or unit,
 - iii) Floor plans showing layout of rooms, use of rooms & spaces, etc.,
 - iv) Tenant information and description of use, include: business name, current mailing address, contact name and telephone number,
3. Submission of a "Plumbing & Drain Permit Application", if applicable,
4. Payment of permit fees.

➤ **ALTERATION PERMIT REQUIREMENTS:**

A Building Permit is required for material alterations or repairs to an existing building or unit, even if there is no change of use.

Application Requirements:

1. Submission of a completed building permit application,

2. Three (3) copies of fully dimensioned drawings prepared by a Qualified Designer, the drawings shall include:
 - i) Site plan showing location of the building and/or unit and the parking layout,
 - ii) Gross floor area of the building and/or unit,
 - iii) Floor plans showing layout of rooms, use of rooms & spaces, seating layout, etc,
 - iv) Tenant information and description of use, include: business name, current mailing address, contact name and telephone number,
3. Two (2) copies of Structural Drawings if applicable, including framing plan and foundation plan, minimum live loads, etc.,
4. Three (3) copies of Mechanical Drawings, including duct design and layout, heat loss and heat gain calculations, plumbing and drain layout, exhaust hood details and specifications,
5. Three (3) copies of Electrical Drawings and/or Sprinkler Drawings,
6. Submission of a "Plumbing & Drain Permit Application", if applicable,
7. Payment of permit fees.

➤ **PLUMBING PERMIT REQUIREMENTS:**

A Plumbing Permit is required for any proposed plumbing works, including any relocation of fixtures. The "Plumbing and Drain Permit Application" may be submitted together with the Change of Use Permit or Alteration Permit application.

Application Requirements (where only plumbing works are proposed):

1. Submission of a completed permit application,
2. Submission of a "Plumbing and Drain Permit Application",
3. Two (2) copies of fully dimensioned floor plans showing layout of rooms, use of rooms & spaces, seating layout, etc.,
4. Tenant information and description of use, include: business name, current mailing address, contact name and telephone number,
5. Payment of permit fees.

➤ **PERMIT FEES (cash, cheque, credit or debit card accepted):**

Change of Use Permit:

\$3.75 per m² of gross floor area, minimum fee \$550.00

Alteration Permit:

\$3.75 per m² of gross floor area, minimum fee \$550.00

Plumbing Permit:

\$16.00 for each fixture, appliance, floor drain, vented trap, back-flow preventer or roof hopper, minimum fee \$550.00

Development Charges:

Development Charges may apply for the change of use or alteration; this will be reviewed by Building Staff during the plans review.