

## Building Permit Requirements

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### Unit Finish or Interior Alteration Industrial, Commercial or Institutional Occupancies

The following information is required at submission. A complete application for a unit finish or interior alteration of an industrial, commercial or institutional occupancy must be declined or issued within 15-30 business days in accordance with the Ontario Building Code.

#### Building Permit Application Package

1. **Completed building permit application** consisting of:
  - "Schedule 1: Designer Information"
  - "Owner's Authorization for Agent to Make an Application", if applicable
  - Commitment to General Review where required
  - Detailed letter of use describing the nature of the operation or business, the number of employees and the occupant load for assembly type uses (restaurants, clubs, etc). 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.
  
2. **One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
  - Key Plan** - Indicate the suite, unit or project area in relation to the rest of the building and provide the use or occupancy of adjacent units.
  - Architectural Plans**
    - Provide room and space dimensions
    - Clearly identify the use of all rooms and spaces
    - Identify existing and new construction
    - Provide construction details and specifications for proposed construction including all fire-rated assemblies
    - Identify the construction detail and fire resistance rating of both new and existing demising walls
  - Structural Plans** - provide design criteria, construction details and specifications for all proposed structural modifications.
  - Mechanical Plans**
    - HVAC
      - Provide distribution system plan including unit location and specification, duct sizes and volume, damper and fire stop flap locations
      - Provide two (2) copies of load calculations
    - PLUMBING
      - Indicate existing and proposed fixtures
      - Specify required clearances of fixtures
      - Where new fixtures are proposed provide a sanitary drain layout and pipe size



SPRINKLER

- Provide sprinkler layout (and hydraulic calculations where applicable) in conformance with NFPA 13

ELECTRICAL

- Show the location of all required exit signs and emergency lights
- Where a fire alarm system is required provide the fire alarm drawing conforming to CAN/ULC S524-M
- Mag locks and hold open devices require submission of technical information on devices and tie into fire alarm system
- Commercial cooking facilities** must be equipped with an exhaust system designed in compliance with NFPA 96
- Restaurants** may be required to provide climate controlled garbage facilities.

*Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.*

**Fees & Issuance**

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).
4. **Permit Fee:** Fees are dependent on the Major Occupancy (use) of the building. Please see the Fees & Charges By-law for more information.  
The application fee will be credited to your total amount.  
Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.



Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax number ( )	Cell number ( )	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**Owner's Authorization for  
Agent to Make an Application**



**Town of Innisfil  
Building Department**  
2101 Innisfil Beach Road,  
INNISFIL, ON L9S 1A1  
Tel : 705-436-3710  
1-888-436-3710  
Fax: 705-436-7120

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Location: \_\_\_\_\_

The undersigned, being the owner(s) of the above referenced property, authorizes

\_\_\_\_\_

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail
_____	
Signature of Authorizing Officer ( I have authority to bind the Corporation )	