



BUILDING PERMIT APPLICATION REQUIREMENTS

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Why are drawings required?

The City requires drawings of your proposal so that we can determine if what you are building is safe and in compliance with the Zoning by-law.

The drawings need to indicate what is existing and what you are building.

Not only do the drawings need to be drawn correctly and professionally, they must also include details relating to how your project is going to be constructed (materials used, sizes, spans, dimensions, etc). The proposal must be in compliance with the Ontario Building code, Mississauga Zoning-by law and other applicable law. For these reasons, we strongly recommend that you hire a design professional to prepare these drawing for you as they would be familiar with the requirements.

Once the building permit is issued, the approved drawings and supporting documents are stamped and provided to the applicant. These drawings must be kept and maintained on site at all times so that the inspector can ensure construction is proceeding according to what was approved.

Drawings for non-residential or multi residential buildings *must* be signed, sealed and dated by an architect, professional engineer or qualified designer.

The City only retains residential (detached, semi detached, townhouse) drawings for 7 years. Unless there has been a building permit application made recently, we will not have drawings of your house. The design professional that you hire will create these drawings.

For information on gaining access to existing drawings, please visit [this Freedom of Information article](#).

For information about site plans, surveys and property boundaries, we suggest visiting the [Association of Ontario Land Surveyors website](#) for valuable information.

[Click here to view sample drawings](#)

ePlans Submission Standards

All drawings submitted into ePlans must be in accordance with the following ePlans submission standards:

- ✓ .PDF file format
- ✓ Each drawing sheet shall be uploaded as an *individual file*. Files containing multiple pages are not acceptable.
- ✓ Grayscale
- ✓ Landscape orientation
- ✓ Simple file names that match the drawing NUMBER and NAME in the title block.

For example:

- A01 SITE PLAN
- A02 BASEMENT FLOOR PLAN
- A03 GROUND FLOOR PLAN
- A04 FRONT ELEVATION
- A06 ROOF PLAN
- A07 REAR ELEVATION
- A08 CROSS SECTION
- S01 FOUNDATION/BASEMENT
- S02 DETAILS
- M01 BASEMENT HVAC
- M02 GROUND HVAC

DO NOT INCLUDE THE ADDRESS, DATE, BUSINESS NAME, UNDERSCORES OR ANY OTHER SPECIAL CHARACTERS IN THE FILES NAMES

- ✓ Please note that secured/protected PDFs are not accepted

Your request may be rejected if these standards are not adhered to

Required Drawings, Documents & Forms

ACCESSORY STRUCTURE (SHED, DETACHED GARAGE, GAZEBO, CABANA, UNHEATED, GREATER THAN 10M2)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Architectural floor plan(s) - Exterior Elevation(s) - Cross section(s) 	<ul style="list-style-type: none"> - Schedule 1: designer information 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Heritage approval - MTO approval - Committee of adjustment (if applicable)
ADDITION (RESIDENTIAL)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Site statistics - Architectural floor plan(s) - Roof plan - Elevation(s) - Cross section(s) - HVAC drawings & heat loss calculations 	<ul style="list-style-type: none"> - Roof truss layout review form (if applicable) - GFA- infill declaration - Energy efficiency design summary (SB-12) - Schedule 1: designer information - Water service pipe sizing - Residential mechanical data sheet - Single dwelling unit information letter 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Heritage approval - MTO approval - Committee of adjustment (if applicable)
BACKFLOW PREVENTER (drawings must be sealed, signed & dated by a professional engineer licensed in Ontario)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
Click on the link below for backflow preventer requirements http://www.mississauga.ca/portal/residents/permits?paf_gear_id=9700018&itemId=8800116g		

BELOW GRADE ENTRANCE (BASEMENT WALKOUT)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Architectural floor plan(s) - Basement walkout details** - Cross section(s)** - Structural details** <p>**Professional Engineer required when underpinning</p>	<ul style="list-style-type: none"> - Single dwelling unit information letter - Schedule 1: designer information 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Heritage approval - MTO approval - Committee of adjustment (if applicable)
DECK/PORCH/BALCONY		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Foundation plan - Framing plan - Exterior Elevation(s) - Cross section(s) - Structural details 	<ul style="list-style-type: none"> - Schedule 1: designer information 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Heritage approval - MTO approval - Committee of adjustment (if applicable)
DEMOLITION (OF ENTIRE BUILDING)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan indicating the building to be demolished - Demolition report (Non-Res only) 	<ul style="list-style-type: none"> - General Review Demolition Commitment Certificate (Non-Res only) - Demolition Control Permit Declaration (residential only) 	<ul style="list-style-type: none"> - Heritage approval

FINISHED BASEMENT		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Basement floor plan - Ground floor plan - HVAC Drawings 	<ul style="list-style-type: none"> - Single dwelling unit information letter - Schedule 1: designer information 	
INTERIOR ALTERATION (RESIDENTIAL) (Such as: adding or removing interior partitions, relocating bathroom, etc.)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Architectural floor plan(s) - Cross section(s) - HVAC drawings 	<ul style="list-style-type: none"> - Single dwelling unit information letter - Schedule 1: designer information 	
INTERIOR/ EXTERIOR ALTERATION (NON RESIDENTIAL, MULTI RESIDENTIAL) Such as: adding or removing interior partitions, adding or removing windows or doors, etc. (drawings must be sealed, signed & dated by a professional engineer licensed in Ontario)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Key plan - Architectural floor plan(s) - Elevation(s) - Cross section(s) - Reflected ceiling plan - Sprinkler drawings - Electrical drawings - Life safety drawings - Fire suppression system drawings (food service only) - Kitchen exhaust drawings (food service only) - Letter of use - OBC data matrix 	<ul style="list-style-type: none"> - Commitment to general reviews by architect and engineers 	<ul style="list-style-type: none"> - Zoning certificate of occupancy - Committee of adjustment (if applicable)

EXTERIOR ALTERATION (RESIDENTIAL) (Such as new windows/door, below grade entrance, new dormers)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Architectural floor plan(s) - Elevation(s) (for exterior alterations) - Cross section(s) - Structural details 	<ul style="list-style-type: none"> - Single dwelling unit information letter - Schedule 1: designer information 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Heritage approval - MTO approval - Committee of adjustment (if applicable)
NEW RESIDENTIAL DWELLING		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Site statistics - Architectural floor plan(s) - Roof plan - Elevation(s) - Cross section(s) - HVAC drawings & heat loss calculations 	<ul style="list-style-type: none"> - Roof truss layout review form - GFA- infill declaration - Energy efficiency design summary (SB-12) - Single dwelling unit information letter - Schedule 1: designer information - Water service pipe sizing - Residential mechanical data sheet 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Committee of adjustment (if applicable) - Heritage approval - MTO Approval
<ul style="list-style-type: none"> - Engineered roof truss package (if applicable) - Engineered floor system package (if applicable) - Water receipt - obtained from the region of peel - Storm water connection approval (if applicable) 		

NEW BUILDING & ADDITION, INCL. MEZZANINES (NON RESIDENTIAL, MULTI RESIDENTIAL)

(drawings must be sealed, signed & dated by a professional engineer licensed in Ontario)

<i>required drawings/documents</i>	<i>required <u>forms</u></i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Key plan - Site statistics - Architectural drawings (floor plans, elevations, etc) - Structural drawings - Mechanical drawings (HVAC/plumb) - Sprinkler drawings - Electrical drawings - Life safety drawings - Fire suppression system drawings (food service only) - Kitchen exhaust drawings (food service only) - OBC data matrix 	<ul style="list-style-type: none"> - Commitment to general reviews by architect and engineers - GFA non –residential declaration - SB-10 	<ul style="list-style-type: none"> - Site plan approval - Conservation authority approval - Committee of adjustment (if applicable) - Heritage approval
<ul style="list-style-type: none"> - Letter of use - HVAC calculations - Hydraulic Calculations (sprinklers) - Building code report 		

SECOND UNIT (ie/ BASEMENT APARTMENT)

<i>required drawings/documents</i>	<i>required <u>forms</u></i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Basement floor plan - Ground floor plan - Second floor plan - HVAC Drawings <p style="text-align: center;">Click here for Second Units Guidelines</p>	<ul style="list-style-type: none"> - Schedule 1: designer information - Application to Register a Second Unit 	

SIGN – PERMANENT (FASCIA, GROUND SIGN)		
<i>required drawings/documents</i>	<i>required <u>forms</u></i>	<i>potential additional approvals</i>
<p>Site plan/Key plan that includes:</p> <ul style="list-style-type: none"> - Sign location(s) - Road locations - Building location - setbacks from proposed sign(s) to property lines (ground signs) - nearest major intersection - property line locations - setbacks to parking areas/driveways (entrance/exit) - Indicate unit location and which building face the sign is to be installed on (fascia signs) <p>Elevation(s) of sign & building that include:</p> <ul style="list-style-type: none"> - Dimensions of building face (height and width of unit/building) - Location and dimensions of existing and proposed sign(s) on building elevation(s) - Sign graphics (message) - Note stating whether the sign is illuminated or not <p>Cross section(s) that include:</p> <ul style="list-style-type: none"> - wall construction - sign construction (materials used) - method of connection/anchorage to wall or column (type and size of fasteners, spacing between fasteners, length of fasteners) - weight of the sign <p>Structural details</p> <p>Letter of authorization from property owner</p>	<ul style="list-style-type: none"> - Commitment to general review (if applicable) 	<ul style="list-style-type: none"> - Zoning certificate of occupancy - Heritage approval - MTO approval

TEMPORARY TENTS (Click here for more information on temporary tents)

<i>required drawings/documents</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan showing tent location(s) and setbacks to property lines, existing structures and other tents - Dimensioned Floor plans - Elevations - Tent manufacturer’s design and specifications for framing structure and anchorage system - Documentation demonstrating that that fabric (material) complies with CAN/ULC-S109 - Tent Letter of use - Letter of authorization from property owner 	

ZONING CERTIFICATE ([Sample Zoning Certificate drawings are available here](#))

<i>required drawings/documents</i>	<i>potential additional approvals</i>
<p>Site plan/Key plan that includes:</p> <ul style="list-style-type: none"> - Building location - Property lines - Parking areas - Site statistics (total parking provided and required, floor area of unit, lot area, building area, etc) - Location of the unit and/or area to be occupied - Unit number <p>Floor plan that includes:</p> <ul style="list-style-type: none"> - dimensions from the exterior of outside walls to the mid-point of joint partitions of all rooms and areas - Room labels indicating the use of the unit, rooms and/or area to be occupied <p>Letter of use that includes:</p> <ul style="list-style-type: none"> - Detailed description of the proposed business operation - Address and unit number being occupied - What type of business do you conduct? - What product or service do you provide, and who do you provide this service to? - Specify whether or not there will be any wholesale or retail sales, - Specify whether or not there will be any outdoor storage, - A list of all combustible storage and quantities (if applicable), - The name(s) of both the tenant and/or agent with business address and phone number, - The total occupant load (number of people, employees, patrons) <p>Click here for fillable letter of use</p>	<ul style="list-style-type: none"> - Committee of adjustment (if applicable)

Information to be provided on drawings (building permit)

Drawings should be to scale and in either imperial or metric measurement.

[Click here to view sample drawings](#)

A Site plan shall contain the following:

- **Residential:**
 - Address
 - Direction (north arrow)
 - Legal description
 - Property lines (dimensioned)
 - Proposed and existing structures clearly shown and differentiated
 - Building description (e.g. "Proposed Detached Dwelling")
 - Setbacks to all structures
 - Driveways & walkways
 - Driveway dimensions (width and length)
 - Driveway surface treatment (e.g. proposed asphalt, concrete, interlock, etc.)
 - Building exit locations (include the number of risers/steps)
 - Overall building dimensions
 - Site statistics

- **Non-residential:**
 - Property Address & unit number
 - Direction (north arrow)
 - Legal description
 - Lot lines & property dimensions
 - Building description (e.g. "Existing 5 storey office building")
 - Proposed and existing structures clearly shown and differentiated
 - Parking spaces, areas, driveways and aisles (including parking spaces for persons with disabilities and loading spaces)
 - Surface treatment of parking areas
 - Dimensions of all parking spaces, aisles and loading spaces. See 3.1.1.4
 - Outdoor storage areas (where applicable)
 - Location of scope of work (indicate building/unit location)
 - Site statistics

Floor plans shall contain the following:

- Fully dimensioned interior and exterior
- All rooms to be labelled with use (ie/bedroom, computer room, kitchen, etc.)
- Structural framing information: walls, joists, beams, posts, lintels, steel beams, columns, etc.
 - size
 - grade
 - spacing
 - direction
 - span
- Foundation information (when applicable)
 - Concrete slab and fill thickness and material
 - Size, thickness and material spec of walls and footings
 - Soil bearing capacity
- Plumbing fixture locations
- Location of smoke alarms and carbon monoxide detectors
- Location of floor drains

Elevations shall contain the following:

- Vertical heights dimensions
- Finished floor levels
- [Average grade](#)
- [Established grade](#)
- Finished Grade
- [Height from average and/or established grade](#)
 - To midpoint
 - To eaves
 - To highest point
- Exterior finishes
- Size and Location of openings (doors and windows)
- Roof overhangs & dimensions
- Spatial separation/unprotected opening calculations

Roof plan shall contain the following:

- Roof slope
- Conventional roof framing (roof rafters, roof joists, ceiling joists, collar ties, ridge support)
 - Size
 - Grade
 - Spacing
 - Direction
- Trusses
 - Specifications to be stamped, signed and dated by Professional Engineer

A **Letter of Use** shall contain the following [\(click here for fillable letter of use\)](#):

- business name
- project address and unit number
- what type of business do you conduct?
- what product or service do you provide?
- who do you provide this service to?
- are there any retail sales?
- are there any wholesale sales?
- will there be any outdoor storage?
- will there be any hazardous materials used or stored?
- the name(s) of both the tenant and/or agent with business address and phone number
- total occupant load (number of people, employees, patrons, seats).