

General Requirements

Building Permit Application

Application must be filed in writing on the prescribed form and must be accompanied by:

- plans and documents as per By-law No. 33-2009, and specific information handouts;
- initial permit fee calculated in accordance with Schedule 'D' of By-law No. 33-2009;
- applicant's registration number, where the applicant is a builder as defined in the Ontario New Home Warranties Plan Act;
- signed acknowledgment of the owner on the prescribed form that an Architect or Professional Engineer, or both, have been retained to carry out general review of the construction, when required in the Ontario Building Code; and
- signed statement of the Architect or Professional Engineer, or both, on the prescribed form, undertaking to provide general review of the construction, when required in the Ontario Building Code.

Application must be signed by the owner, lessee, or other person authorized in writing by the owner or lessee to apply for a permit on the owner's behalf.

Only a completed application will be accepted unless a standard waiver provided by the City is signed by the applicant.

Applications are considered premature and will not be processed, where it is determined that the proposal requires:

- re-zoning or Committee of Adjustment approval;
- an amendment to the Durham Region or City of Oshawa Official Plan;
- entering into a site plan agreement or an amendment thereto; or
- registration of a subdivision agreement.

Permit Plans Review

The applicant and/or designer will be advised if any revisions to the submitted plans or additional information are necessary.

Approval from Other Agencies

The applicant is responsible for obtaining approvals, where applicable, from other agencies prior to the issuance of a building permit (see reverse of this sheet).

Certain types of construction or renovations that involve excavations may require approval from the City of Oshawa's Engineering Services in conjunction to the Site Alteration By-law No. 85-2006.

Other Fees

Where applicable, the following funds must be deposited with the Building Permit Services prior to the issuance of a building permit:

Additional permit fee for each part permit or conditional permit (By-law No. 33-2009).

- Road restoration deposit (By-law No. 12-82).
- Storm sewer connection cost to be estimated by Engineering Services (By-law No. 9-90).
- Cash-in-lieu of parkland dedication (By-law No. 91-2007).
- City of Oshawa Development charges (By-law No. 80-2014).
- Region of Durham development charges (Regional By-law No. 16-2013, as amended).
- Durham public and separate school boards residential and non-residential development charges (Education Development Charges By-laws).

Where applicable, the following shall be paid to agencies other than Building Permit Services:

- Site Plan application (General Fees and Charges By-law No. 13-2003, as amended)
- Committee of Adjustment application (General Fees and Charges By-law No. 13-2003, as amended)
- Sign Variance application (General Fees and Charges By-law No. 13-2003, as amended)
- Oak Ridges Moraine Review application (General Fees and Charges By-law No. 13-2003, as amended)
- Site Alteration application (General Fees and Charges By-law No. 13-2003, as amended)
- Central Lake Ontario Conservation Authority (CLOCA) application (Board Resolution No.'s 41/04 & 46/06, as amended)
- Sanitary Connection application (By-law 52-97, as amended)

- Water Service Connection application (By-law 51-97, as amended)
- Ministry of Transportation (MTO) permit application (www.mto.gov.on.ca/english)

Note: Visa, Mastercard or American Express credit cards are accepted for payment of building and temporary sign permit fees, building statistics reports, plumbing licenses, liquor licenses, address changes and occupancy letters.

Other Requirements

The applicant is responsible for obtaining sewer and water connections from the Regional Municipality of Durham, Works Department.

The applicant is responsible for obtaining electrical, telephone, gas and other services from appropriate authorities.

The building permit includes approval of plumbing installations (where the permit plans contain plumbing drawings).

A drilled water well record prepared by a licensed water well contractor in areas not serviced by a piped municipal water supply must be submitted.

For further information contact Building Permit & Inspection Services, Tel.: 905-436-5658, Fax: 905-436-3857, E-Mail: buildings@oshawa.ca or visit City of Oshawa website at www.oshawa.ca.

Required Approvals by Others:

The applicant is responsible for obtaining approvals, where applicable, from other agencies prior to the issuance of a building permit, such as:

- The Central Lake Ontario Conservation Authority (C.L.O.C.A.)
100 Whiting Avenue, Oshawa, ON L1H 3T3
Tel: 905-579-0411, Fax: 905-579-0994
Re: Construction in flood plain and/or placing of fill in restricted areas (Conservation Authorities Act).
- Ministry of Transportation (M.T.O.)
1201 Wilson Avenue, 7th Flr, Building "D", Downsview, ON M3M 1J8
Tel: 416-235-5385, Fax: 416-235-4267
Re: Buildings, structures, advertising, and land use located within ¼ mile (400m) of HWY #401 & #407. (Public Transportation and Highway Improvement Act)
- Ontario New Home Warranty Program
Head Office: 5150 Yonge Street, Concourse Level, Toronto, ON M2N 6L8
Tel: 1-877-982-7466, Fax: 1-877-664-9710
Re: Registration of Builders of new homes and residential condominium projects built for sale or under contract with an owner. (Ontario New Home Warranties Plan Act)
- Oshawa Public Utilities Commission (O.P.U.C.)
100 Simcoe Street South, Oshawa, ON L1H 4G6
Tel: 905-723-4626, Fax: 905-743-5222
Re: Driveway locations in new subdivisions.
Re: Electrical Services for all new buildings, including major additions or alterations, except for residential buildings containing only 1 or 2 dwelling units. (O.P.U.C. payment receipt to be presented prior to building permit issuance.)
- The Regional Municipality of Durham
605 Rossland Road East, P.O. Box 623, Whitby, ON L1N 6A3
Works Department: Tel: 905-668-4113 x3342, Fax: 905-668-2051, works@region.durham.on.ca
Re: Sanitary sewer and water connections, storm sewer connections on regional roads, vehicle access permit for regional roads.
Planning Department: Tel: 905-668-4113 x2900, Fax: 905-666-6208, planning@region.durham.on.ca
Re: Amendments to the Durham Region Official Plan (where the proposed land use, permitted under existing Zoning By-law, is not in conformity with the land use designation in the Durham Region Official Plan.)

- Ministry of Education – Child Care Quality Assurance and Licensing Barrie Region
1091 Gorham Street, Newmarket, ON L3Y 8X7
Tel: 905-440-1030,
Re: Day Nurseries Act.
- Ministry of Labour - Industrial Health & Safety Branch
1201 Wilson Avenue, Building 'E', 2nd Floor, Downsview, ON M3M 1J8,
Tel: 1-800-263-1195 or 416-235-5330, Fax: 416-235-6700
Re: Factories, warehouses, arenas and repair garages, etc. as applicable.
- Ministry of Labour - Radiation Protection Service
81 Resources Road, Weston, ON M9P 3T1
Tel: 416-235-5922, Fax: 416-235-5926
Re: X-Ray installations for veterinarians and research facilities.
- Ministry of Environment - Approvals Branch
2 St. Clair Avenue West, Floor 12A, Toronto, ON M4V 1L5
Tel: 1-800-461-6290 or 416-314-8001, Fax: 416-314-8452
Re: Certificate of Approval for private sewers, watermains and appurtenances, storm water management facilities servicing industrial lands (Sections 52 and 53 of the Ontario Water Resources Act)
Re: Industrial and commercial process exhausts, large heating equipment (Section 9 of the Environmental Protection Act) including paint spray booths, coffee roastings, dry-cleaning operations and facilities that prepare food or beverages for wholesale distribution, etc.
For enquiries and applications: York/Durham District Office at 230 Westney Road South, 5th Floor, Ajax, ON L1S 7J5 Tel: 1-800-376-4547 or 905-427-5600, Fax: 905-427-5602
- Ministry of the Solicitor General - Office of the Fire Marshall
5775 Yonge Street, 7th floor, North York, ON M2M 4J1
Tel: 416-325-3100, Fax: 416-325-3213
Re: Hospitals, nursing homes, and alterations/additions to existing public funded schools, colleges and universities.
- Ministry of Health - X-Ray Inspection Service
5700 Yonge Street, 3rd floor, North York, ON M2M 4K5
Tel: 416-327-7937, Fax: 416-327-8805
Re: X-Ray installations for hospitals, chiropractors, dentists, pediatricians and other medical uses.
- Ministry of Natural Resources
Greater Toronto Area District, 50 Bloomington Road W., Aurora, ON L4G 3G8
Tel.: 905-713-7400, Fax: 905-713-7360 or 905-713-7361
Re: Developments that may affect creeks or fish habitats.
- Transport Canada - Air Navigation System Requirements
4900 Yonge Street, 4th Floor, North York, ON M2N 6A5 Attn.: PAD (a code name)
Tel: 416-952-0235, Fax: 416-952-0050
Re: Maximum height of buildings, structures, and objects.
Oshawa Airport Zoning Regulations under the Aeronautics Act, R.S.C. 1970)
- Oshawa Municipal Airport
1200 Airport Blvd., Suite 200, Oshawa, ON L1J 8P5
Tel: 905-576-8146, Fax: 905-723-6937
Re: Temporary Crane Permit Application

Important Note:

The applicant is also required to comply with other provincial and federal statutes having provisions regarding building construction, not listed above. The applicant is responsible for obtaining such approvals from appropriate agencies, where applicable.