Building Permit Process

Building permits help ensure construction complies with the Ontario Building Code, applicable laws, municipal by-laws, and other regulatory requirements. Depending on the project, additional approvals may be required before a permit can be issued.

Building Permit Lifecycle

1 Project Planning

Determine permit requirements & applicable regulations

Key Activities

- Confirm permit requirements
- Verify zoning compliance
- Identify required external approvals
- Prepare plans and supporting documents

2 Application Submission

Submit a complete permit application for review

Key Activities

- Submit application through the online portal
- Upload required drawings & documents
- Provide owner authorization, if applicable

3 Review & Compliance

Confirm compliance with applicable requirements

Key Activities

- Zoning review
- Permit fees paid
- Additional charges collected, where applicable (e.g. Road Damage)
- Building Code review

4 Permit Issuance

Authorize construction to begin

Key Activities

- All reviewed drawings provided to applicant
- Inspection process details provided to applicant
- Permit issued

5 Construction & Inspections

Verify work complies with approved plans

Key Activities

- Construction proceeds
- Required inspections completed
- Deficiencies corrected, if required

6 Project Completion

Confirm compliance and close permit file

Key Activities

- Final inspections completed
- Permit requirements satisfied
- File closed

Quick Facts

- Permit applications may be submitted by the property owner or an authorized agent
- Additional approvals may be required from organizations such as conservation authorities, provincial ministries, or municipal departments
- Processing timelines vary based on application completeness, project complexity, and regulatory requirements
- Multiple inspections are typically required throughout construction

Receiving approval from another organization or agency (conservation area, heritiage, ministry, etc.) **does not exempt a project from building permit requirements.**