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MISSISSAUGA

ePlans SUBMISSION STANDARDS

All **building permit 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 naming convention that matches the drawing NUMBER and NAME in the title block. For example:
 - Architectural
 - A1 SITE PLAN
 - A2 BASEMENT FLOOR PLAN
 - A3 GROUND FLOOR PLAN
 - A4 FRONT ELEVATION
 - A6 ROOF PLAN
 - A7 REAR ELEVATION
 - A8 CROSS SECTION
 - Structural
 - S1 FOUNDATION/BASEMENT
 - S2 DETAILS
 - Mechanical
 - M1 BASEMENT HVAC
 - M2 GROUND HVAC

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

ePlans submission standards are subject to change.
Your request may be rejected if these standards are not adhered to

MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

REQUIRED DRAWINGS & 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)
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)
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 	

*Application requirements are subject to change and may vary based on the scope of work and staff's discretion.
Additional information may be requested during plans examination.*

MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

RESIDENTIAL INTERIOR ALTERATION

(Such as: adding or removing interior partitions, relocating bathroom, second unit, 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 	

RESIDENTIAL EXTERIOR ALTERATION

(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)

RESIDENTIAL ADDITION

<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)

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MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

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) 		

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MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

NON RESIDENTIAL ALTERATION

Such as: adding or removing interior partitions, relocating bathroom, adding or removing windows or doors, etc.

<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)

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MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

NON RESIDENTIAL NEW & ADDITION (INCLUDING MEZZANINES)

(drawings must be prepared by an architect and/or 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 - 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 		

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MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

PERMANENT SIGNS (FASCIA SIGN, GROUND SIGN)		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Key plan - Elevation(s) of sign & building - Cross section(s) - Structural details 		<ul style="list-style-type: none"> - Zoning certificate of occupancy - Heritage approval - MTO approval - Region of Peel approval
<ul style="list-style-type: none"> - Letter of authorization from property owner 		
TEMPORARY TENTS		
<i>required drawings/documents</i>	<i>required forms</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 		
<ul style="list-style-type: none"> - Tent Letter of use - Letter of authorization from property owner 		
ZONING CERTIFICATE		
<i>required drawings/documents</i>	<i>required forms</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - site statistics - Floor plan - Key plan 		<ul style="list-style-type: none"> - Committee of adjustment (if applicable)
<ul style="list-style-type: none"> - Letter of use 		

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INFORMATION TO BE PROVIDED

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

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

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MISSISSAUGA BUILDING PERMIT APPLICATION REQUIREMENTS

- 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:

- 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).

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