



**Planning & Development Services**

Tel. 905-683-4550

Fax. 905-686-0360

**TOWN OF AJAX**

65 Harwood Ave South

Ajax ON L1S 2H9

www.ajax.ca

**Permit to Construct Interior Alterations**

Industrial / Commercial / Institutional / High Density Residential

**Fees:**

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the TACBOC valuation)

**Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization
- Completed Statement of Design form (where necessary)
- Two copies of a letter that describes in detail the proposed business operation, identifies all combustible items stored on the premises and the quantities
- Completed Applicable Law Checklist (where necessary)

**Drawing Submission:**

- Three copies of the Site Plan/Legal Survey showing the location of the unit and/or the area to be occupied, parking, etc.
- Three copies of a fully dimensioned Construction Drawings that bear the signed and dated seal of a professional engineer or architect, including:
  - layout indicating the existing and proposed construction,
  - all exits and public corridors,
  - wall and ceiling design,
  - washroom facilities,
  - sprinkler and/or fire alarm systems
  - qualification information on every page
  - previous use of space
- Three copies of Electrical Drawings (exit signs and emergency lighting), bearing the signed and dated seal and Qualification Information of a Professional Engineer or Architect (see OBC Division C-Article 1.2.1.1.)
- Three copies of Mechanical/Sprinkler Drawings (plumbing, sprinkler, heating and heat loss calculations), bearing the signed and dated seal and Qualification Information of a Professional Engineer or Architect (see OBC Division C-Article 1.2.1.1.)
- Three copies of a Key Floor Plan showing the existing (or last) use of adjacent spaces

**Additional Approvals and Information:**

- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**.
- Estimate of construction value, to include all materials and labour costs
- Durham Regional Health Services stamped approval for "Food Handling" occupancy prior to the issuance of a permit (where applicable)
- MOH and/or MOL approval for the installation of X-Ray equipment (where applicable)

**This is a general list of requirements and is not intended to be comprehensive.**

FORM: PLD-064

REVISED: 14/06/18