



Planning & Development Services

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TOWN OF AJAX

65 Harwood Ave South

Ajax ON L1S 2H9

www.ajax.ca

Permit to Renovate Existing Buildings

Residential Buildings

Fees:

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

Document Submission Requirements

All documents and drawings are to be in PDF format.

Application Forms:

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Letter of Authorization (applicant other than owner)
- Completed Energy Efficiency Design Summary form
- Completed Applicable Law Checklist (where necessary)
- Acknowledgement by Applicant of Incomplete Application (where applicable)

Drawing Submission:

- Site Plan/Legal Survey are required for alterations to the exterior (the location of the exterior door must be shown)
- Fully dimensioned Construction Drawings that bear the Designer Qualification Information including:
 - a cover page or title block,
 - North arrow, scale, legend of symbols,
 - the project identity (name, address, unit #, etc),
 - existing and proposed construction,
 - all exits,
 - wall and ceiling design,
 - unprotected opening calculations (if additional new windows)
- Heat Loss Calculations are required when additional space is to be added

Additional Approvals and Information:

- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**

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