



Planning & Development Services
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TOWN OF AJAX
65 Harwood Ave South
Ajax ON L1S 2H9
www.ajax.ca

Permit to Construct Additions or Sunrooms

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
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization
- Completed Energy Efficiency Design Summary form
- Completed Applicable Law Checklist (where necessary)

Drawing Submission:

- Site Plan/Legal Survey
- Site Grading/Lot Drainage Plan for additions that increase the building footprint by 50% or more
- 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),
 - the nature of the occupancy,
 - means of support (i.e. the size and depth of sonotubes),
 - the proposed building, showing all windows and doors, the size and type of all material (walls and floor) and indicating all structural components,
 - elevations for all sides of the building, showing the location of the windows and doors (including their sizes) and show a section
- Roof Truss drawings (if applicable)
- Heat Loss calculations and Duct Layout (if applicable)

Additional Approvals and Information:

- Confirmation that the existing footing size is adequate for anticipated loads for applications involving a second storey addition
- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**
- Clearance from Toronto & Region Conservation Authority (if applicable)

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