



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 New Accessory Apartment - OBC

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)
- Acknowledgement by Applicant of Incomplete Application (where applicable)

Drawing Submission:

- Legal Survey
- Fully dimensioned Construction Drawings, including:
 - North arrow, scale, legend of symbols, the project identity (name, address, unit #, etc.)
 - Age of the main building (more than 5 years old or less than 5 years old)
 - Cover page or title block indicating the size of the proposed unit (m²)
 - Complete dimensions of all windows and doors (horizontal and vertical)
 - Location of all smoke alarms and carbon monoxide detectors
 - Location of laundry facilities
 - Kitchen layout
 - Mechanical ventilation in the kitchen and bath area
 - Location of entrance into the basement apartment
 - Fire Separations Including the Rating and Construction
- Heat Loss calculations and duct layout (where necessary)

Additional Approvals and Information:

- 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.