



**Planning & Development Services**

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**TOWN OF AJAX**

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## **Permit to Construct Below Grade Entrances**

### **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 Statement of Design (where necessary)

#### **Drawing Submission:**

- Site Plan/Legal survey showing the proposed location of the structure with dimensions of the structure and to all property lines.
- Fully dimensioned Architectural 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),
  - fully dimensioned floor plan indicating the size and type of all material,
  - all structural components,
  - fully dimensioned cross section through basement walkout

#### **Additional Approvals and Information:**

- Clearance from Toronto & Region Conservation Authority (if applicable)

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