

# How to apply for an interior renovation permit



## Step 1: Permit application

Building permit applications are required to be submitted electronically through the [Guelph permit and application system](#). As a registered user you can also check the status of your permit, pay fees and book inspections online. Ensure all required drawings are ready to upload in PDF format before starting your online application as per Step 2 below.

A Schedule 1 Designer Information form is required to be submitted and must be completed by the person taking responsibility for the design activities. This must be filled out by a qualified designer with a Building Code Identification Number (BCIN). Alternatively, the owner may take responsibility for the design activities without meeting the qualification requirements. If the owner is taking responsibility for the design, sections A, B and D have to be completed. In this case, the basis for exemption from qualification and registration would indicate "homeowner".

## Step 2: Drawings to be submitted

Overall floor plans are required to be submitted and must be drawn to a recognizable scale (e.g. 1/4 inch equals 1 foot) for each floor level where work is being carried out. Partial floor plans or photos will not be accepted.

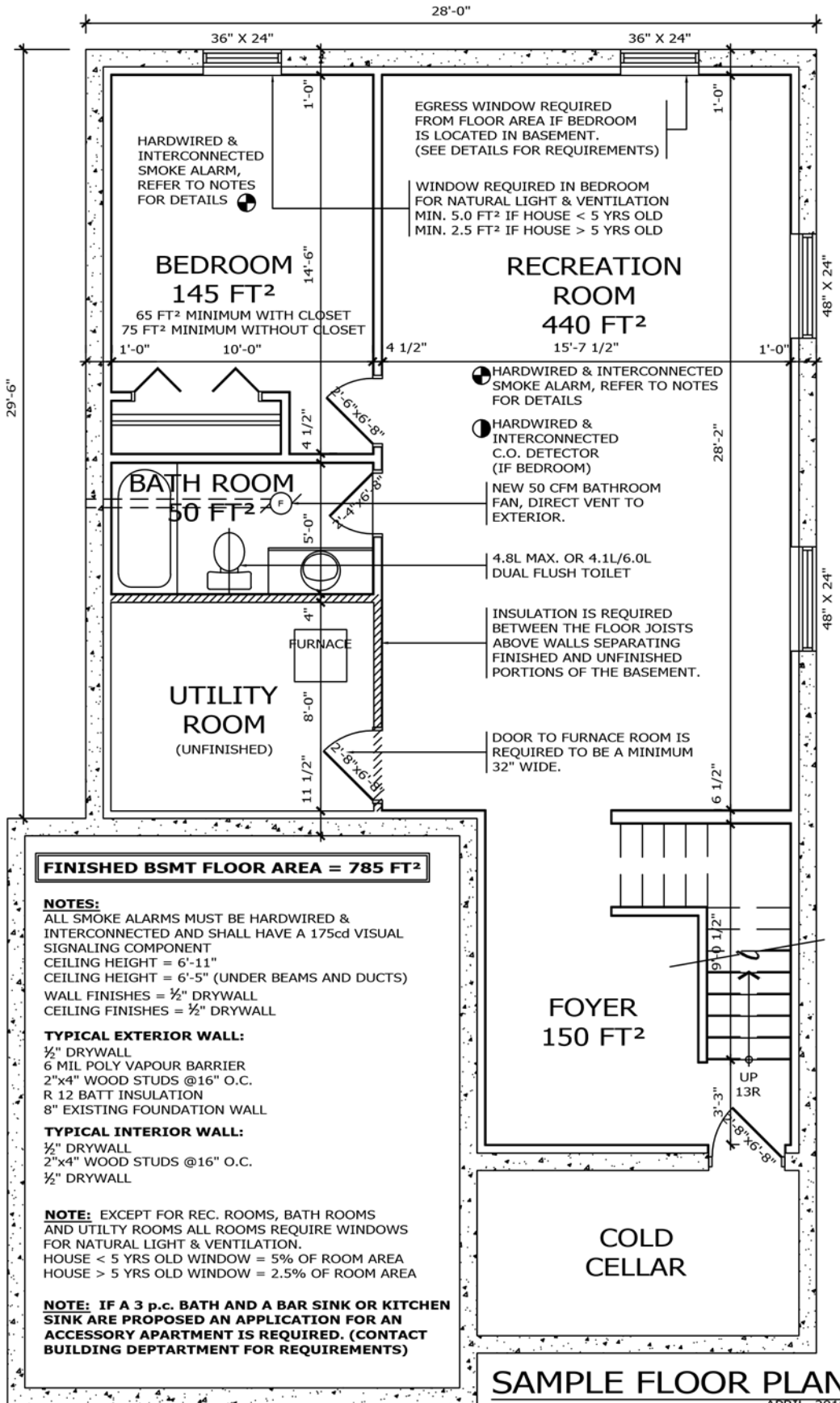
Single line drawings will not be accepted. Building permit fees are calculated based on measurements to the outside face of exterior walls. For this reason drawings must illustrate wall thicknesses.

Floor plans must be included, and must indicate the following:

- Room sizes and types (e.g. washroom, bedroom).
- Ceiling heights for each room.
- Window sizes, including any window wells, depth from base of window to window well, and sill height from grade level.
- Type of wall and ceiling finishes in all rooms.
- Location of stairs.
- Location and width of all doors.
- Location of smoke alarms.
- Location of all plumbing fixtures, including verification of access to laundry facilities.
- Location of heating outlets in each room.

## Step 3: Fees

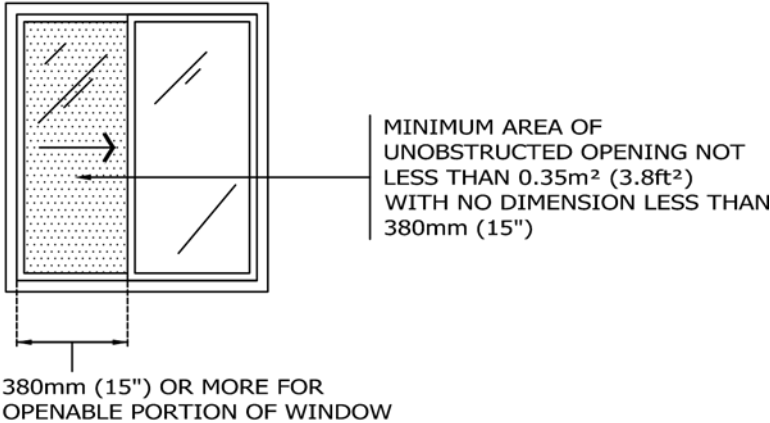
Once your building permit application is deemed complete, you will be notified of the applicable building permit fee. Visit [guelph.ca/building](http://guelph.ca/building) for the current fee schedule.



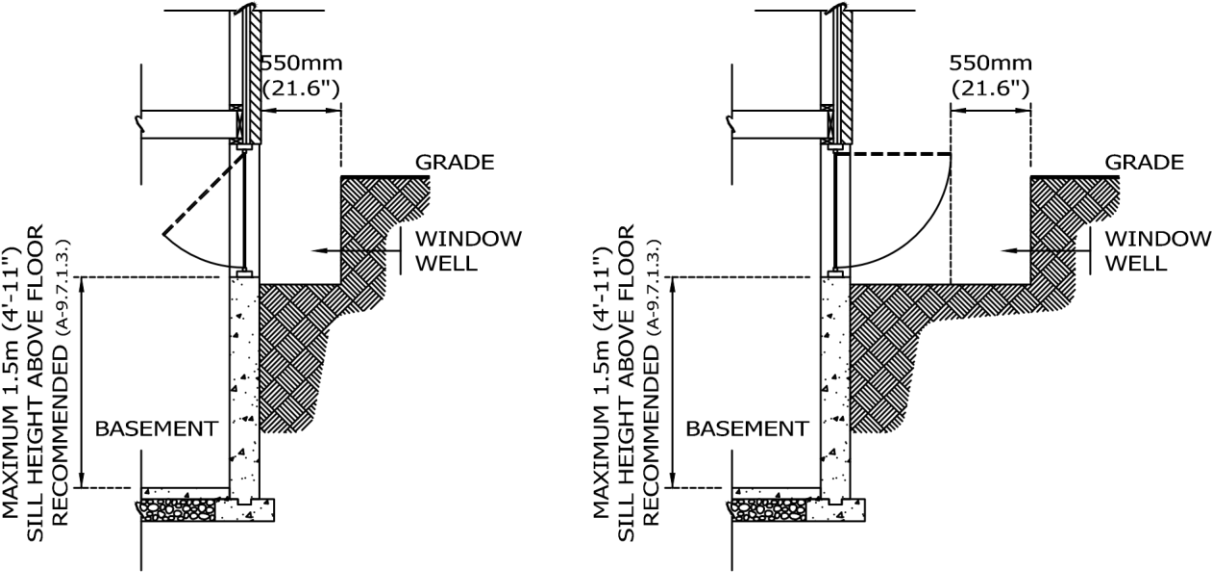
# Egress Window Details

for bedrooms in a basement (not for accessory apartments)

**Image 1:** Window serving floor level containing bedrooms (article 9.7.1.3)



**Image 2:** Window well for window serving floor level containing bedrooms (article 9.7.1.3)



**These instructions are not intended for accessory apartment applications.**

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).