

Accessory Apartment Unit (Existing House)

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances.

Please refer to our [Accessory Apartment Building Permit & Approvals Guide](#) for more information.

Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)

Required Drawings and Information

- Refer to the [Summary of Ontario Building Code Requirements \(House > 5 Years Old\)](#)
- A site plan showing:
 - the existing dwelling, lot width and property lines
 - the existing driveway, parking spaces, amenity area and front landscaped areas
- Detailed floor plans of the existing dwelling
- Detailed floor plans, elevations and details of the proposed Accessory Unit
- Detailed elevations showing the Accessory Unit entrance/exit and emergency egress window
- Existing floor separation and fire separation details
- Heat Loss and Heat Gain Summary (as applicable)
- Properties served by a Septic System may have to have the existing system evaluated to ensure the new unit does not reduce the performance level of the Septic System.

Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

Building Permit Fee \$500.00 flat fee

Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to building@collingwood.ca

Next Steps Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. Construction begins and inspections scheduled. Building Inspector reviews major phases of construction until Occupancy and/or Final are complete.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone (705)-445-1030 extension 3243 or email us at building@collingwood.ca