

Before you Build

A guide to planning and permitting for home and small business projects

Build a Deck

Build a Garage or Shed

Relocate a Business

Create a New Lot

Add a Second Unit/Rental Property

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This guide is a resource intended for general information. For specific regulations, follow the links to the [Official Plan](#) and/or [Zoning By-law](#), or contact staff for additional information.

Introduction

This is a handbook for people looking to develop, renovate, or construct in Thunder Bay. It was created to help you navigate the rules for building in Thunder Bay. Although it's not comprehensive, it will give you an understanding of the steps you'll need to take to move ahead with your project. Complete information, form downloads and more are available on the City's [Building and Planning web page](#)

Know Before You Buy

Whether you're looking for land to buy or you already own land that you want to develop, your first stop should be the Planning Services Division to learn about the zoning on the property. A chat before you make any commitments will help identify potential barriers and can save you time and money down the road.

[Contact Planning Services](#)



Additional Business Support

The Thunder Bay Community Economic Development Commission (CEDC) supports business development in Thunder Bay. They can assist you with site selection and identifying funding that may be available for your project.

Thunder Bay CEDC: (807) 625-3960



In the creation of this handbook, the City of Thunder Bay's Planning Services and Building Services acknowledge the partnership and contributions of the Thunder Bay Chamber of Commerce.



Planning Services and Building Services: Who does what?

The Planning Services Division and Building Services Division are part of Thunder Bay's Development & Emergency Services Department. With the help of other divisions and agencies, Building and Planning oversee all private and public development in Thunder Bay. You'll need input from both divisions for most development projects.

Generally speaking, Planning Services deals with *what you can build and where you can build it*, while Building Services deals with *how you build it*.

Planning Services: the “what” and “where”

The Planning Services Division is responsible for managing Thunder Bay's development through land use planning. It maintains and implements the Official Plan and the Zoning By-law, and reviews development proposals to make sure they are consistent with the Plan's policies and the By-law's regulations.

Planning Services also processes applications for all things planning-related, like Site Plan Approvals, subdividing land, and making changes to the Official Plan and Zoning By-law

Save Time and Money

If you want to do something that's not permitted, it's better to learn about your options from the start. Save yourself time and money by contacting [Planning Services](#) for information about zoning requirements.

What is land use planning?

Land use planning lets us manage land and resources over the long term to address important social, economic, and environmental concerns. It balances the interests of individual property owners with the wider needs and objectives of our community. Good planning contributes to long-term, orderly growth, satisfied citizens, and the efficient use of our resources.

The responsibility for land use planning is shared between the Province and the City. The Province sets the ground rules and directions for land use planning through [Ontario's Planning Act](#) and the [Provincial Policy Statement \(PPS\)](#). The City implements the policy direction through the Official Plan and Zoning By-law, and also through decisions on planning applications.

The vision for Thunder Bay is a city that is
healthy • safe • successful • adaptable

Official Plan and Zoning By-law

The Official Plan is Thunder Bay's key land use document. It sets goals, objectives, and policies that guide Thunder Bay's land use planning decisions. Each planning application is reviewed using the Plan to ensure that it is aligned with the City's broader goals like climate change resiliency, protecting the environment, and supporting community health.

The Official Plan is a fairly broad policy document, while the Zoning By-law deals with specifics. It divides the city into a series of land use zones, and lists the permitted land uses and regulations for each one.

Can we do this here?

If the current zoning doesn't allow for your proposed use, you may be able to change your plans to fit the Zone. Alternatively, you can apply to amend the regulations to permit the use you want. Planning applications include application fees and require time to complete consultation and review. You can plan ahead by consulting with Planning Services before you start your project.

Building Services: the “how”

The Building Services Division oversees *how* things are built in Thunder Bay. They ensure buildings meet provincial health, safety, fire protection, accessibility, and resource conservation standards laid out in the Ontario Building Code (OBC). This is done through the building permit process.

What is a building permit and why do you need one?

A building permit is a document issued by the City that allows a development to be constructed, and describes the conditions on how the project can proceed. You need a building permit when you wish to build, renovate, demolish or change the use of a building. To receive a permit:

- Your proposal needs to meet local planning requirements like the Zoning By-law and Site Plan Approval
- Your construction plans need to meet the Ontario Building Code
- Your proposal needs to follow all other [applicable law](#)

Other Legislation to Consider

Applicable Laws intersect with all the other laws governing the use of your property, and can include:

- Planning Act
- Conservation Authorities Act
- Ontario Heritage Act
- Environmental Protection Act

After you receive a permit, Building Services staff will inspect your project at certain milestones to confirm it's being constructed as agreed and meets all the necessary requirements. Inspections are mandatory, and need to be arranged for in advance.

Projects that typically require a building permit:

- Building a new building or structure (house, garage, shed, etc.)
- Repairing, renovating, adding to, or demolishing an existing building
- Finishing your basement
- Installing a swimming pool fence
- Installing a solid fuel burning appliance (wood stove)
- Building a deck
- Erecting a sign that is free standing and higher than 7.5 m (24'-8"), attached to the building and the projecting weight is more than 115 kg (253 lbs), or if it is a roof sign with any face bigger than 10 m² (108 sq.ft.)
- Installing a new plumbing system (you don't need a permit for replacement of existing fixtures)
- Relocating any type of plumbing system
- Replacing main building control valve (main shut off valve at meter). Permit fee as per current fee schedule. Please note: water on and off charges will apply, refer to Sewer and Water Rate Notice for more information.
- Temporary tents greater than 60 m² in area (646 sq. ft.)

Pre-Consultation

Some development applications can be complicated. Along with the municipal regulations governing your plans, there may be requirements enforced by other agencies like the Ministry of Transportation, Synergy North, or the Lakehead Region Conservation Authority. To help you navigate this complex landscape, the City of Thunder Bay requires that the following planning applications go through a [Pre-Consultation application](#) process:

- [Official Plan Amendment](#)
- [Zoning By-law Amendment](#)
- [Draft Plans of Subdivision](#)
- [Draft Plans of Condominium](#)
- [Consent to Sever Land](#)
- [Site Plan Approval](#)
- [Site Plan Amendment](#)

This process starts when you submit a complete [Pre-Consultation application form](#), draft site plan, and a fee. A Planner reviews your application and brings in expertise from other City divisions as needed. They also circulate it to the agencies that might have an interest in your plans, giving them a chance to give you feedback before you go further

At the end of the two-week circulation period, you will meet with a Planner to discuss your project. You will receive feedback on the viability of your plans and any additional information you may have to provide to move forward. The more information and details you can provide about your proposal during Pre-Consultation, the more informative and detailed the feedback from City staff can be.

After this meeting, you have up to a year to fulfill any requirements your panel of experts has identified for your project. At this point, you might decide the application requirements are beyond what you are willing to do and you might choose to not continue the process. You can do so without any further cost to you.

If you choose to go ahead and fulfill these requirements, you'll submit your additional information with your planning application(s).

Process & typical timeframes

The time it takes to complete a Pre-Consultation application varies depending on the size and complexity of the development. Most applications will only require 1-2 weeks of review and a single meeting to discuss the project. Larger and/or more complex developments may require several stages of review and meetings to discuss.

Measurements are required to be provided in metres. 3.28 feet = 1 metre

Common development projects

The projects below are some of the most common developments handled by the Planning and Building Divisions in the City of Thunder Bay

Building a deck

Building a deck to complement your home can be a simple process if you follow the steps listed below

STEP ONE: Prepare

You may already have an idea of the size and location of the deck you'd like to build. There are constraints that impact where on your property you can build new structures. Make sure you have the information you need before you start planning.

- ✓ **Know your zone:** Determine what zone applies to your property by searching its address on [this map](#). Head to that zone's section in the [Zoning By-law](#) to review what rules apply
- ✓ **Locate your property lines:** The best way to confirm the boundary of your property is by using a survey prepared by an Ontario Land Surveyor. You may have received a copy of a survey when you purchased your property. If not, contact Planning Services to see if there is a copy in the property file. Not all properties will have a survey, so you may need to rely on other features such as an iron survey bar. Your neighbours may also be able to help you locate your shared property lines.
- ✓ **Be aware of any easements:** An easement is an area where someone else has a right to cross or otherwise use your land for a specified purpose. These typically allow the City or a utility provider to maintain and repair their infrastructure above or below ground. You cannot place a permanent structure

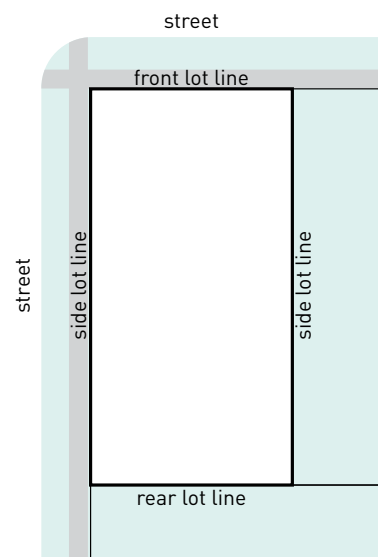
on any part of an easement – this includes below-grade portions of foundations and roof overhangs. This information can be obtained through [the provincial ONLAND application](#)

- ✓ **Note the location of any overhead wires:** If your house is serviced by an overhead electrical wire, you should make note of its location. There are [minimum separation distances](#) required for buildings and structures built near an overhead electrical service wire.

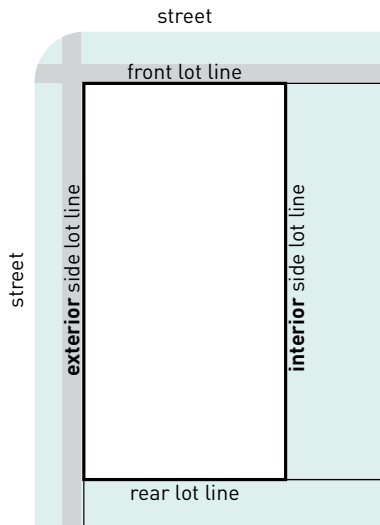
STEP TWO: Plan

Decks need to be setback a minimum distance from each of your lot lines.

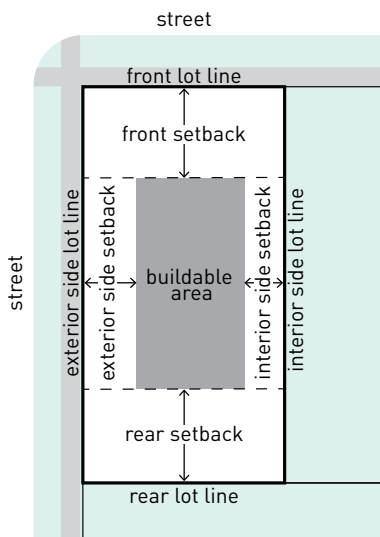
- ✓ **Identify your front, rear, and side lot lines:**
 - Your front lot line is the shortest line that abuts a street.
 - Your rear lot line is the lot line that is the farthest from your front lot line.
 - The side lot lines are any lot lines that connect the rear and front lot lines.



- ✓ **Determine whether you have an exterior side lot line.** An exterior lot line is any lot line that abuts a street that isn't the front lot line. If you have a corner lot, the exterior side lot line is the longer lot line that abuts the street. In most cases, if you don't have a corner lot it's safe to assume that all of your side lot lines are interior side lot lines.



- ✓ **Apply minimum setbacks.** Identify the area you can build on by measuring the minimum setbacks from each lot line.
 - For decks, minimum setbacks can be found in the Site Development Standards of the [Zoning By-law](#) under Section 11.2.1 Decks.



The type of minimum setback is defined by its lot line. For example, the front setback is the distance from the front lot line to the nearest building or structure.

For most properties, this process will look like the previous diagram. If you have an irregular lot, there are additional diagrams in the Zoning By-law that may assist you ([See Diagrams 14.6 and 14.8](#)). If you need help and want to confirm your buildable area, please contact the Planning Services Division.

STEP THREE: Consult

Once you understand what development constraints and zoning rules apply to your property, you can begin to design your deck. Once you know the proposed size and location for your structure, you should review what approvals you may need from the City to build.

- ✓ **Confirm whether you need a Minor Variance:** If you can't meet one or more zone requirements, you may choose to apply for a Minor Variance from the Committee of Adjustment. Contact Planning Services to discuss your options.
- ✓ **Determine if you need a Building Permit:** Depending on the design of your deck, you may require a Building Permit as per the Ontario Building Code.

If your new deck will be attached to a building or will be more than 0.6 m (2 ft.) above the ground, you will need to get a building permit before you can build. Regardless of whether you need a building permit, your deck must meet all zoning regulations.

Here are a few general regulations for deck construction:

- Decks attached to a building with a full foundation typically need to be supported by a foundation (such as posts) not less than 1.5 m below grade

- Decks independent of a dwelling may be built with on-grade structural supports
- Guardrails must be built if the deck surface is more than 0.6 m above grade
- Guardrail balusters must be vertical, non-climbable and have no openings exceeding 0.1 m

STEP FOUR: Apply

- ✓ **Apply for your Building Permit as needed:** Obtain your Building Permit package, and complete and submit the appropriate forms. Building Services will review your drawings for Zoning and Building Code Compliance. Staff will issue the permit once all issues have been resolved. The package includes instructions on when to call a Building Inspector for necessary inspections. Once you have all of the necessary forms completed, you can submit them to the Building Division online. Fees are applicable.

Note: If you have applied for a Minor Variance, your permit cannot be issued unless your application is approved. If your application is unsuccessful, you may appeal the decision or modify your project to comply with the applicable zoning regulations.

The following documents are required to apply for a building permit for a deck:

- [Application for a permit to construct or demolish](#)
- [Applicable Law checklist](#)
- [Deck form \(for simple, one-level decks\) or deck plans](#)

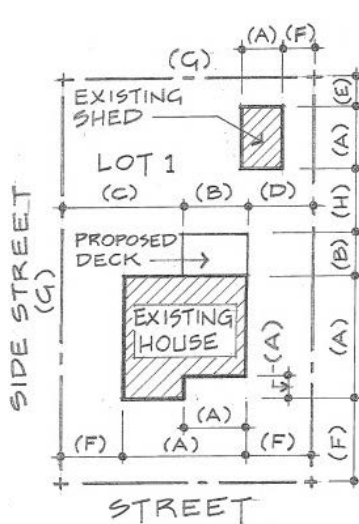
- [Schedule 1: Designer Information form](#)
- Proof of ownership
- Site plan

You may also want to look at the [Residential Decks Brochure](#)

A Site Plan and Deck Plan may look like the drawings below:

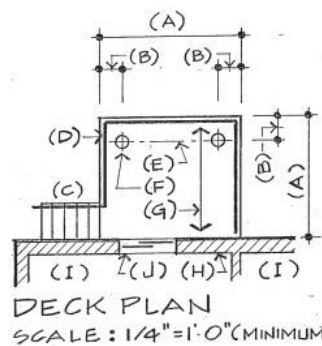
SITE PLAN/SURVEY REQUIREMENTS

Metric Measurements are required
Imperial Measurements may be included



Indicate the following:

- Existing Building(s) width, length & use
- Proposed Building width, length & use
- Exterior Side Setback Dimensions (this is the street side on corner lots)
- Interior Side Setback Dimensions
- Rear Setback Dimensions
- Existing Building Setbacks (front & side setback dimensions)
- Property Dimensions
- Distance Between Buildings (including deck)
- Easements (right of way)
- Overhead electrical wires



Indicate the following:

- Deck width & length
- Post and beam location
- Stair location
- Railing location
- Beam size & type
- Post size and type
- Joist size, spacing & direction
- Existing building wall
- Adjacent room use
- New door location and size in existing wall (where applicable) - Indicate lintel size

Building a garage or shed

Many homeowners want a garage for storage and parking. The process to build a garage can be simple if you follow the steps listed below

STEP ONE: Prepare

You may already have an idea of the size and location of the garage or shed you'd like to build. However, there are constraints that you should be aware of before investing time and money into a specific design.

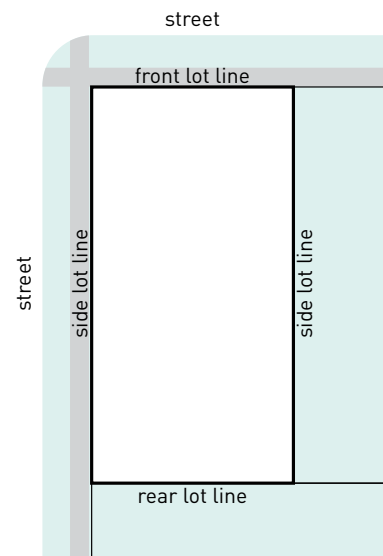
- ✓ **Know your zone:** Determine what zone applies to your property by searching its address on [this map](#). Head to that zone's section in the [Zoning By-law](#) to review what rules apply
- ✓ **Locate your property lines:** The best way to confirm the boundary of your property is by using a survey prepared by an Ontario Land Surveyor. You may have received a copy of a survey when you purchased your property. If not, contact Planning Services to see if there is a copy in our property file. Not all properties will have a survey, so you may need to rely on other features such as an iron survey bar. Your neighbours may also be able to help you locate your shared property lines.
- ✓ **Be aware of any easements:** An easement is an area where someone else has a right to cross or otherwise use your land for a specified purpose. These typically allow the City or a utility provider to maintain and repair their infrastructure above or below ground. You cannot place a permanent structure on any part of an easement – this includes below-grade portions of foundations and roof overhangs. This information can be obtained through [the provincial ONLAND application](#)

- ✓ **Note the location of any overhead wires:** If your house is serviced by an overhead electrical wire, you should make note of its location. There are [minimum separation distances required](#) for any building built near an overhead electrical service wire.

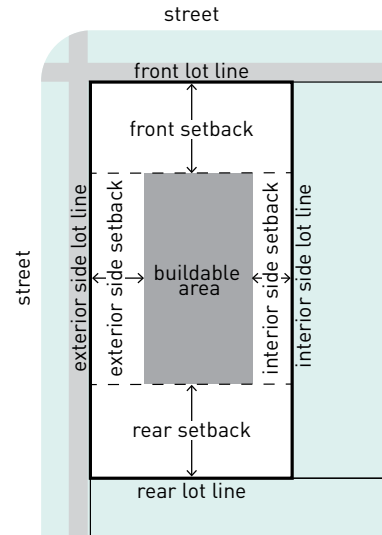
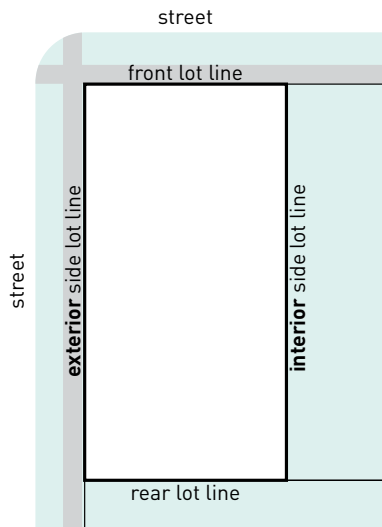
STEP TWO: Plan

Sheds and garages need to be setback a minimum distance from each of your lot lines. There are additional rules that also limit the footprint and height of garages and sheds.

- ✓ **Identify your front, rear, and side lot lines:**
 - Your front lot line is the shortest line that abuts a street.
 - Your rear lot line is the lot line that is the farthest from your front lot line.
 - The side lot lines are any lot lines that connect the rear and front lot lines.



- ✓ **Determine if you have an exterior side lot line.** An exterior lot line is any lot line that abuts a street that isn't the front lot line. If you have a corner lot, the exterior side lot line is the longer lot line that abuts the street. In most cases, if you don't have a corner lot it's safe to assume that all of your side lot lines are interior side lot lines.



For most properties, this process will look like the diagram above. If you have an irregular lot, there are additional diagrams in the Zoning By-law that may assist you ([See Diagrams 14.6 and 14.8](#)). If you need help and want to confirm your buildable area, please contact the Planning Services Division.

- ✓ **Apply minimum setbacks.** Identify the area you can build on by measuring the minimum setbacks from each lot line.
- For garages and sheds, minimum setbacks can be found in the height and location requirements table that applies to accessory buildings in your property's zone.

The type of minimum setback is defined by its lot line. For example, the front setback is the distance from the front lot line to the nearest building or structure.

- ✓ **Calculate the area of your lot, your house, and any existing roofed structures.** If you were able to locate one during the preparation step, a survey is an accurate tool to gather this information. You can also measure the outside of these buildings and structures yourself

Residential garages and sheds are known as “accessory buildings” and have their own set of rules in the [Zoning By-law](#). These rules also apply to other accessory structures with roofs such as gazebos or lean-tos.

✓ **Confirm your maximum height:** To confirm the maximum height of your roof and the maximum height of your walls consult the height and location requirements table that applies to accessory buildings in your property's zone.

✓ **Calculate your maximum footprint.** There are two regulations that impact the size of your garage; maximum lot coverage and maximum gross floor area (GFA).

- Maximum GFA can be found in the height and location requirements table that applies to accessory buildings in your property's zone. The combined footprint of all the accessory buildings and roofed structures on your property cannot exceed this maximum area.

- Maximum lot coverage can be found in the density standards table that applies to your use (e.g. detached house) and property's zone. Maximum lot coverage is a percentage of your lot area. The combined footprint of all the buildings and roofed structures on your property cannot exceed this maximum.

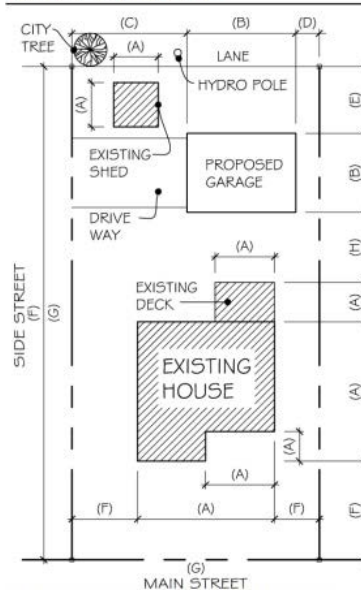
A note on eaves: For the purposes of calculating coverage, eaves that extend more than 0.6 metres are included in the building footprint.

SITE PLAN/SURVEY REQUIREMENTS

Metric Measurements are required

Imperial Measurements may be included

SITE PLAN/SURVEY REQUIREMENTS



Indicate the following:

- Existing Building(s) width, length & use
- Proposed Building width, length & use
- Exterior Side Setback Dimensions (this is the street side on corner lots)
- Interior Side Setback Dimensions
- Rear Setback Dimensions
- Existing Building Setbacks (front, rear and side setback dimensions)
- Property Dimensions
- Distance Between Buildings (including deck)
- Driveway location - *shall not be located closer than 9m (30ft) from the intersection of the property lines along the two streets*
- Easements (rights of way)
- Overhead electrical wires

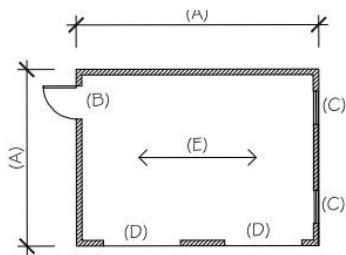
STEP THREE: Consult

Once you understand what development constraints and zoning rules apply to your property, you can begin to design your shed or garage project. Once you know the proposed size and location for your structure, you should review what approvals you may need from the City to build.

- ✓ **Confirm whether you need a Minor Variance:** If you can't meet one or more Zoning requirements, you may choose to apply for a Minor Variance from the Committee of Adjustment. Contact Planning Services to discuss your options.
- ✓ **Determine if you need a Building Permit:** Depending on the design of your deck, shed, or garage, you may require a Building Permit as per the Ontario Building Code.

Any building that is more than 10 m² requires a building permit except for sheds that meet the following criteria:

- Has a footprint of 15 m² or less
- Is not more than one storey in building height
- Is not attached to a building or any other structure
- Is used only for storage purposes ancillary to a principal building on the lot, and
- Does not have plumbing



- Indicate the following:**
- a) Width and length
 - b) Man door size and location
 - c) Window size and location
 - d) Garage door size and location
 - e) Truss / rafter direction
 - f) Heating appliance (if applicable)
 - g) Interior partitions (if applicable)

STEP FOUR: Apply

- ✓ **Apply for your Building Permit as needed:** Obtain your Building Permit package, and complete and submit the appropriate forms. Building Services will review your drawings for Zoning and Building Code Compliance. Staff will issue the permit once all issues have been resolved. The package includes instructions on when to call a Building Inspector for necessary inspections. Once you have all of the necessary forms completed you can submit them to the Building Division online. Fees are applicable.

NOTE: Any building that is more than 40 ft. (12.19 m) long or wide must be designed by a structural engineer

You will need to fill out the following forms to apply for a Building Permit:

- [Application for a permit to construct or demolish](#)
- [Applicable Law checklist](#)
- [Garage/shed form](#)
- [Schedule 1: Designer Information form](#)
- Truss certificate (required when you use roof trusses)

Note: If you have applied for a Minor Variance, your permit cannot be issued unless your application is approved. If your application is unsuccessful, you may appeal the decision or modify your project to comply with the applicable zoning regulations.

Relocating a business

Finding a new location for your business is more than just moving to a new space. Even if no physical changes are planned for your new space, the Planning and Building Divisions will play a role.

Your first step should be [to go to the city's Zoning website](#), to confirm the zoning for the property you want to move to. You can then determine if the property's current zoning is compatible with your business. Planning Services can provide you with a list of permitted uses for the property

Before you buy, a Property Information Report (fee applies) is recommended to confirm that your proposed use is permitted and that there are no other outstanding building orders on the property. Submit your completed [application form](#) and fee to Building Services to receive the report.

If your planned use is permitted by the City's Official Plan and Zoning By-law, you may be able to directly apply for a Building Permit. If not, you may need to apply for a Minor Variance or an Amendment. Both of these processes add cost and time to your plans to relocate.

If you require a Minor Variance, Zoning Amendment or Official Plan Amendment, you will need to contact Planning Services. The Committee of Adjustment or City Council oversee these public processes.

For a Minor Variance, you will need to go through a process with the Committee of Adjustment. The Committee will decide whether to grant your request for the variance. Applying for a Minor Variance includes completing and submitting a [Minor Variance Application Form](#), paying a fee and providing a site plan drawing. You should discuss your request with Planning Services staff before you submit the application.

For a Zoning By-law or an Official Plan Amendment, you first must apply for a [Pre-Consultation](#) with Planning Services.

Building Permits

Even if you are not doing any work to the physical structure of a building, you may still require a building permit to relocate your business. This is a Change of Use, such as from a personal services business to a retail business.

Any construction or renovations to an existing building requires a building permit. This includes work such as moving entranceways, altering the interior, or remodelling a plumbing system.

Permits help ensure buildings are safe with respect to public health, fire protection and structural sufficiency

Site Plan Approval

Another consideration before moving your business is if a commercial property is subject to Site Plan Approval. Planning Services can help you determine how you can meet Site Plan requirements, which relate to design matters such as access, circulation, parking, landscaping, and building massing and positioning. Having oversight of these details on key developments throughout the city helps make Thunder Bay attractive, accessible, safe and functional.

The time it takes to complete a Site Plan Approval process varies depending on the size and complexity of the development. It also depends on how responsive you are to the City's comments and how quickly you provide revised drawings to City staff

Site Plan Approval

When is Site Plan Approval most often required?

- On new buildings with more than ten dwelling units
- On new commercial or industrial buildings
- On properties visible from a designated Image Route

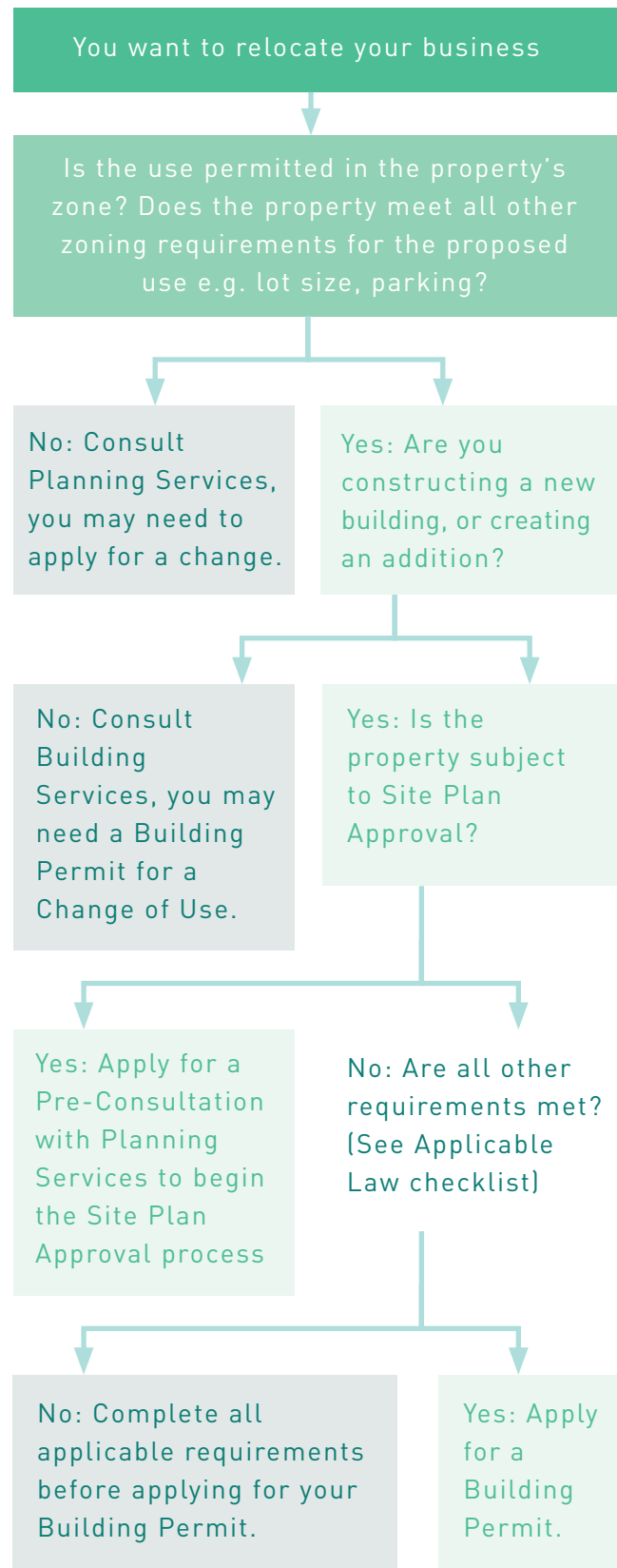
Note: You may need to comply with additional guidelines if they are on one of the City's [Image Routes](#)

To apply for Site Plan Approval, you first must apply for a [Pre-Consultation](#) with Planning Services.

To complete the Site Plan Approval process, you will need to:

- Complete a [Site Plan Control Application](#)
- Provide a Site Plan and elevations drawing
- Pay a fee

The chart below shows the process on how to relocate your business.



Creating a new lot

Creating a new lot from an existing lot is a task that requires some preparation. To begin, you must apply for a [Pre-Consultation](#) with Planning Services. During Pre-Consultation, staff will determine if the Consent to Sever process is appropriate or if a more complex process, called a Plan of Subdivision is warranted. This process is more costly, takes longer to complete, and Planning Services recommends using the services of a [Registered Professional Planner \(RPP\)](#). Both processes mentioned above are public, with approvals given by the Committee of Adjustment (Consent to Sever) or City Council (Plan of Subdivision).

Consent to Sever applications are used to divide a piece of land to create one or two new lots on an existing road. The Committee of Adjustment reviews and makes decisions on these applications, taking into account the following:

- Does the application meet the intent of the [Official Plan](#) and [Zoning By-law](#)?
- Does the site have suitable services (water and sanitary) for the proposal?
- Is the proposal compatible with surrounding uses?
- Is there suitable access for vehicles?
- Is there any risk to public safety or property?
- What Natural Heritage features are present and can they be protected?
- Are there concerns about flooding or erosion?

In rural areas, the Official Plan establishes minimum lot sizes, as well as a maximum number of severances that are allowed from the original parcel of land. The new severed parcel(s) and the remainder of the original parcel, referred to as the retained parcel, must also meet all requirements of the Zoning By-law. If your application does not meet the requirements of the Zoning By-law or Official Plan, additional applications for a Minor Variance, Zoning and/or Official Plan Amendment will be required.

It typically takes two to three months to receive a decision on a Consent application. Decisions typically have conditions that the applicant must complete within two years. Once the conditions have been cleared by the City Division or agency that requested them, a certificate(s) will be issued that will allow the lot to be created. Once the certificate is issued it must be registered within two years. A new lot is not created until the certificate is registered at a [Land Registry Office](#)

Second units and rental properties

Existing houses are sometimes converted into multiple rental units. Most houses in fully serviced urban areas will be able to add at least one additional dwelling unit (home). Check your property's zoning, to confirm if additional homes are permitted. You must meet all minimum zoning requirements, such as lot frontage, lot area, parking and landscaping.

If your property does not meet the minimum zoning requirements, a planning application is required, which could be a [Minor Variance](#) or a [Zoning By-Law Amendment](#). Contact Planning Services to discuss your options.

After zoning, important factors to consider include water and sewer service sizes, ingress/egress for bedrooms, laundry facilities, and ceiling heights.

Before you buy...

Before you purchase a house that has more than one dwelling unit in it, you should confirm that the additional unit(s) were constructed with the necessary permits. This can protect you from unexpected issues and costs down the road. Submit a request for a [Property Information Report](#) from Building Services to get confirmation in writing. These reports are common conditions for real estate transactions and will help you make an informed decision.

A Building Permit for a Change of Use is required if you are increasing the number of dwelling units in an existing building. If you are converting a home, you will need to complete the following forms:

- [Building Permit Application Form](#)
- [Schedule 1: Designer Information Sheet](#)
- [Plumbing Information Sheet](#)
- [Schedule 1: Designer Information Form for Plumbing](#)
- [Applicable Law Checklist](#)
- [Authorization \(if you are not the homeowner\)](#)
- [Building Permit Fee](#)

Once all of this information is completed, you can apply to Building Services for your Building Permit.

- ✓ A licensed plumbing contractor is required for all plumbing work
- ✓ Design drawings must be done by a registered designer or architect for buildings that will contain more than two units.

PUBLISHED BY:
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