

Building Permits

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On Jan. 1, 2025, the 2024 Ontario Building Code came into effect. Building permit design drawings prepared under the 2012 Ontario Building Code will soon be ineligible for submission for building permit applications.

Please take note of the following transition dates for submitting complete building permit applications:

Jan. 1, 2025 to March 31, 2025

- Building Permit applications may be submitted using the new 2024 Ontario Building Code
- Building Permit applications may be submitted using the 2012 Building Code if the applicant demonstrates that their working drawings were substantially complete by Dec. 31, 2024

April 1, 2025

- Building Permit applications must be submitted using the 2024 Ontario Building Code

Please consult with your architect or qualified designer to understand how the 2024 Ontario Building Code will impact your proposed development. Keep in mind that any changes to building footprint, design or layout may have impacts on your site plan application or approval including grading, drainage, landscaping and, crucially, zoning conformity. Please feel free to [email](#) with any questions.

Apply for a building permit

Before any construction of a new building or renovation can begin, you will need to obtain a building permit. Whether you are [finishing your basement](#), adding [windows or](#)

[doors](#) or [constructing a deck](#), [fence](#) or [pool](#), you'll need a building permit. Building without a permit can result in fines and penalties as set out in the [Building Code Act](#).

Residential building permits

You can use our [online services tool](#) to apply for residential building permits (for decks, additions, alterations, secondary suites, new builds), as well as permits for demolition, signage, septic or pool/spa enclosures.

Industrial, commercial and institutional (ICI) building permits

Follow these steps to start the ICI building permit process:

- Send us an [email](#) with the project address, then we will send you a ShareFile link.
- Upload your completed permit package to the ShareFile link provided.
- Staff will contact you within two business days to discuss your permit application.

Guidelines for building permit applications

All building permit submissions shall include a completed **building permit application** that includes all drawings and additional forms required as noted below in the **application guidelines**. The application and necessary drawings and forms are required to be submitted in PDF format electronically.

The application will undergo an initial cursory review to determine completeness, with applicants being advised via email regarding status of the application's acceptance or refusal. If your submission is refused, we will email you as to the reasons why, and the necessary corrections required to revise and resubmit accordingly, to complete the submission.

Once the building permit application package has been accepted, you will receive notification with an invoice for permit fees, including payment options. Permit fees are due upon receipt to begin the full permit review. If necessary, you will be notified by email if we require additional information to review and complete your permit application. We will also notify you by email when your building permit has been issued along with all supporting documents.

Digital submission requirements

The Town of Milton is currently utilizing electronic plans review software and requires files to be submitted according the following requirements:

- Digital files must be in PDF format and generated directly from the software used to create them (AutoCAD, Softplan, Revit, etc.) using a PDF printer or converter (no scanned copies)
- All PDF files must have the document properties/restrictions/security settings/permissions set to allow "Printing" and "Adding markups" so staff can apply redline notes and approval stamps to the documents

If you would like to send files electronically that are larger than 10MB, please [contact us](#) to

request a secure file link to accommodate larger file requirements.

Rates and fees

Review our permit application fees.

Residential buildings

View the most common residential building permit fees in Milton.

Common residential building permit fees

Type	Fee
New house or addition to house	\$24.64/m ² - Minimum \$259.02
Secondary dwelling unit (detached)	\$24.64/m ² - Minimum \$259.02
Shed, detached garage, gazebo or personal workshop	\$159.91 (flat rate) - up to 27.9m ² \$9.25/m ² - over 27.9m ²
New unenclosed deck or porch, or alteration to existing deck	\$159.91 (flat rate)
Basement walkouts, exterior stairs	\$259.02(flat rate)

Interior renovations

Type	Fee
Interior alteration	\$6.42/m ² – Minimum \$259.02
Finished basement	\$6.42/m ² - Minimum \$259.02
Secondary dwelling unit (attached)	\$9.39/m ² - Minimum \$259.02
New opening (window or door) or side door entrance	\$259.02 (flat rate)
Fireplace or woodstove	\$259.02
New plumbing or alteration	\$259.02 (flat rate)

Septic fees

Type	Fee
New or replacement septic system	\$810.84 (flat rate)
Septic tank or bed replacement or repair	\$405.41 (flat rate)
Review of existing septic system	\$201.59 (flat rate)

Other fees

Type	Fee
Demolition	\$259.02 (flat rate)
Temporary tent	\$259.02 (flat rate)
Swimming pool enclosure permit (including hot tubs)	\$216 (flat rate)
Property Information Report	\$391 (flat rate)
File retrieval	Actual cost plus \$83
Copies of building plans	Actual cost plus \$118.45
Permit transfer	\$168.92 (flat rate)
Occupancy Permit (new house only)	\$67.56 (flat rate)

Industrial, commercial and institutional buildings

View the most common industrial, commercial and institutional building permit fees in Milton.

Assembly uses

Type	Fee
New Buildings and Additions to Existing Buildings	\$26.83/m ²
Interior Alterations	\$6.42/m ²

Care or detention uses

Type	Fee
New Buildings and Additions to Existing Buildings	\$29.63/m ²
Interior Alterations	\$6.42/m ²

Residential use fees

Type	Fee
Multiple unit buildings (6 storeys or less)	\$24.64/m ²
Multiple unit buildings (greater than 6 storeys)	\$17.69/m ²

Hotel or motel	\$17.69/m ²
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Business and personal services use fees

Type	Fee
Shell only (no occupancy)	\$14.22/m ²
Partitioned and finished	\$21.88/m ²
Interior Alterations	\$7.66/m ²

Mercantile use fees

Type	Fee
Shell only (no occupancy)	\$12.84/m ²
Partitioned and finished	\$19.75/m ²
Interior Alterations	\$6.91/m ²

Industrial use fees

Type	Fee
Shell only (no occupancy) - Under 9,999 m ²	\$12.83/m ²
Partitioned and finished - Under 9,999 m ²	\$19.74/m ²
Interior Alteration – Under 9,999 m ²	\$6.91/m ²
Shell only (no occupancy) – Over 10,000 m ²	\$10.97/m ²
Partitioned and Finished – Over 10,000 m ²	\$16.87/m ²
Interior Alteration – Over 10,000 m ²	\$5.91/m ²
Parking garage	\$7.24/m ²
Farm buildings	\$4.31/m ²

Mechanical, plumbing and safety use fees

Type	Fee
Special systems (commercial exhaust, spray booth, dust collectors and CO detectors, etc.)	\$506.77 (flat rate)
Sprinkler systems	\$0.98/m ²

Electromagnetic locks	\$139.64 each
Fire alarm	\$670.07 (flat rate)
Site servicing (sanitary, storm and water)	\$3.67/lin.m.

Other fees

Type	Fee
Elective changes (revisions)	\$427.95 (flat rate)
Racking system (no platform/mezzanine)	\$11.41 per lin.m.
Change of use (no construction or increase in hazard)	\$259.02 (flat rate)
Designated structures	\$478.62 (flat rate)
Demolition	\$259.02 (flat rate)
Signs	1.60% of prescribed value or min. rate \$259.02
Tents	\$259.02 (flat rate)
Portable classrooms	\$259.02 (flat rate)

Minimum fee for any permit type is \$259.02 (unless noted otherwise).

Additional forms

Depending on the type of renovation, you may be required to submit additional forms along with your permit application.

- [Commitment to general review form](#)
- [Demolition permit clearance form](#)
- [Non-residential development charge form](#)
- [Payment in lieu of land conveyance – non-residential information form](#)
- [Payment in lieu of land conveyance – residential information form](#)
- [Performance method – energy efficiency design summary form](#)
- [Prescriptive method – energy efficiency design summary form](#)
- [Residential water service sizing summary form](#)
- [Residential development charge form](#)
- [Schedule 1 - Designer Information](#)
- [Schedule 2 - Sewage System](#)

Application guidelines

Review our common permit application checklists to make sure your application includes all of the necessary drawings and documents:

- [Accessory apartments](#)
- [Decks](#)
- [Finished basements](#)
- [Industrial, commercial and institutional permit application checklist](#)
- [New exterior openings](#)
- [Pool enclosure permit application guide](#)
- [Residential permit application checklist](#)
- [Tents](#)

Permit statistics

[Contact us](#) to request a copy of our monthly construction activity reports.

Contact Us

Building Division

Milton Town Hall, 150 Mary Street, Milton, ON L9T 6Z5

Phone: [905-878-7252 ext 2397](tel:905-878-7252) | [Email Building Division](#)

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