

# BB-05-24 Resubmission of Building Permits

Building Department  
November 7, 2024



# Staff Direction SD-14-24

- Report back with:
  - "how resubmissions for building permit applications of businesses are managed"
  - "data on how quickly these are addressed, information on why they are being sent back in the first place and share if any commonalities exist on request for resubmission (i.e. similar minor or major changes details), and options for changes to process in order to enhance timeliness and customer service"



# Ontario Building Code - Legislated Timelines

- **10 business days:** detached house, semi-detached house, additions, renovations serving a house, accessory structures serving a house
- **15 business days:** town/row houses, buildings less than 3 storeys and 600 sq m
- **20 business days:** buildings greater than 3 storeys and 600 sq m in building area
- **30 business days:** high rise buildings and post-disaster buildings



# In progress...

- Collaboration with Burlington Digital Services
  - Review times for resubmissions
  - Response times for resubmissions
  - Rate of resubmissions for building permit applications
  - Breakdown in relation to building permit categories



# Commercial Examples

## Commercial Bakery (20-day permit) (fast track)

Submissions		Days	OBC Items
1	Review Time	12	18
	Response Time	9	
2	Review Time	8	7 repeat, 2 new
	Response Time	5	
3	Review Time	1	3 repeat, 1 new
	Response Time	2	
Permit Issued		1	
Total Time		38	
Review Time		22	
Response Time		16	

## Commercial Studio (20-day permit)

Submissions		Days	OBC Items
1	Review Time	1	9
	Response Time	24	
2	Review Time	2	8 repeat
	Response Time	28	
3	Review Time	7	3 repeat
	Response Time	6	
4	Review Time	5	3 repeat, 1 new
	Response Time	12	
5	Review Time	2	Ongoing review
	Response Time		
Permit Issued			
Total Time		87	
Review Time		15	
Response Time		70	



# Commercial Examples cont'd

## Commercial Warehouse/Retail (20-day permit)

Submissions		Days	OBC Items
1	Review Time	21	49
	Response Time	20	
2	Review Time	14	22 repeat, 8 new
	Response Time	5	
3	Review Time	8	7 repeat
	Response Time	12	
Permit Issued		8	wait DC/Parkland
Total Time		88	
Review Time		43	
Response Time		45	



# Low Density Residential Examples

Custom Home (10-day permit)

Submissions		Days	OBC Items
1	Review Time	11	17
	Response Time	10	
2	Review Time	17	8 Repeat
	Response Time	40	
3	Review Time	15	2 Repeat, 4 new
	Response Time	12	
Permit Issued		1	
Total Time		106	
Review Time		44	
Response Time		62	

ADU & Interior Alteration (15-day permit)

Submissions		Days	OBC Items
1	Review Time	15	7
	Response Time	300	
2	Review Time	55	5 Repeat
	Response Time	30	30 days ongoing
3	Review Time		pending
	Response Time		
Permit Issued			
Total Time		400	
Review Time		60	
Response Time		330+	



# Mid Density Residential Examples

## 9 Storey Residential (30-day permit)

Submissions		Days	OBC Items
1	Review Time	34	114
	Response Time	15	
2	Review Time	30	81 repeat
	Response Time	5	
3	Review Time	8	6 repeat
	Response Time	14	
Permit Issued		15	wait DC/Parkland
Total Time		121	
Review Time		72	
Response Time		49	

\*Conversation regarding phasing permits

\*Phased permit for foundations, parking structure, site services





# High Density Residential Examples

20+ Storey Residential (30-day permit)

Submissions		Days	OBC Items
1	Review Time	29	168
	Response Time	114	
2	Review Time	12	98 repeat, 29 new
	Response Time	50	
3	Review Time	12	30 repeat, 2 new
	Response Time	33	
4	Review Time	15	11 repeat
	Response Time	22	
5	Review Time	15	
	Response Time		
Permit Issued		2	wait DC/Parkland
Total Time		304	
Review Time		83	
Response Time		221	

25+ Storey Residential (30-day permit)

Submissions		Days	OBC Items
1	Review Time	28	195
	Response Time	26	
2	Review Time	56	111 repeat
	Response Time	50	
3	Review Time	31	57 repeat, 2 new
	Response Time	43	
4	Review Time	14	17 repeat
	Response Time	6	
5	Review Time	4	
	Response Time		
Permit Issued		5	wait DC/Parkland
Total Time		263	
Review Time		133	
Response Time		130	



# Observations/findings:

- Consideration - Phased construction from onset of application
- Coordinated submissions yield better timelines
- Enhanced collaboration for consistent outcomes/reviews

# Finding the Win-Win:

- Competing priorities – health/safety, processing timelines, occupant
- SDAP – process review
- Further investment in technological solutions

**Thank-you – comments/questions**

