

### Online Applications for Building Permits:

To proceed with your project, you will need to submit an online application and receive a Building Permit. Construction may only proceed once a Building Permit is issued.

You will need to apply with all the necessary drawings which reflect the proposed construction as well as any existing conditions, i.e., existing floor plan vs. proposed. You can prepare the drawings yourselves, or you may wish to consider hiring a qualified local BCIN designer or an Architect.

Please review the City's website to learn more about specific application [requirements](#) or the requirements for an Additional Dwelling Unit [ADU](#) (second or third unit).

Building Permit Applications, including PDF drawings, are submitted through our website's online portal. We are currently paperless, and do not accept paper applications.

To apply you need to set up an online account and obtain a PIN (personal identification number).

### Applying Online (Account Registration & Obtaining a PIN):

1. Go to: [Pickering.ca](http://Pickering.ca)
2. In the top-right corner, use the search bar to find "Building Services".
3. Click the first link icon "Building Permits & Sign Permits" (tile located in center of page).
4. On the Building Permits webpage, click "Apply Online Now".
5. Click "Online Application Portal" to take you to the Portal.
6. In the top-right corner, press "Register" and fill out the information as required to receive a Personal Identification Number (PIN) by email\*, which will allow you to create an account (\*this may take up to two business days).
7. After you receive your PIN, follow the instructions in the email, and create an individual Portal account. Once you have created an account, you can go ahead and click "Apply for Permit".  
**Ensure all PDF documents needed are ready before applying, otherwise you may get an Incomplete notification, causing further delays.**

**Required Documents:** Refer to [Required Documents](#) before filing the application.

1. Architectural Drawings reflecting existing and proposed construction (Site plans & Floor plans).
2. Application Form (Building Permit) – Generated for download/upload during online application.
3. Agent Authorization and/or Schedule 1 Designer Form (if documents are applicable).
4. Additional Documents may be required based on the building and/or permit type.

For more information on Building Permits please visit the website at the following link [www.pickering.ca/en/city-hall/building-services.aspx](http://www.pickering.ca/en/city-hall/building-services.aspx) or contact Building staff at 905.420.4631.