

## Building Permit Requirements

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### Production Residential Homes

**Note:** All condominium developments and all freehold townhouse projects located in an assumed subdivision are subject to Site Plan Approval prior to the submission of any application

#### 1. Model Certification

All models to be constructed in a plan of subdivision must be reviewed through the model certification process.

A **Certified Model** includes a **Base Model** (plans for the basic design of a detached, semi-detached, townhouse, row-house, duplex or 'live/work' residential building that includes one elevation and no optional features) and all **Optional Features** as described in Building By-law 387-2006, as amended. (Optional features are variations to the basic design of the base model and includes additional elevations, alternate floor layouts, upgrades and other design elements that require additional review for building code compliance for Building, HVAC or Plumbing).

The total fee for a Certified Model includes \$12.66 / m<sup>2</sup> floor area for the base model with one elevation PLUS \$115.16 per additional optional feature will apply to each certified model for review of the plans. It is preferred that certified model applications are submitted prior to registration of the subdivision plan.

A complete certified model submission includes:

- Completed Certified Model Application (No longer required. Will be part of your Brampton Portal submission.)
- Certified model fee of \$12.66 / m<sup>2</sup> PLUS \$115.16 per optional feature
- 1 complete set of plans and specifications for each model including details for optional features (all elevations, options, upgrades, alternate floor layouts and special corner treatments offered for that model, walkout or lookout condition, etc.), including:
  - 1 copy of architectural plans, all elevations stamped approved by the control architect for the subdivision
  - 1 copy of engineer's stamped truss specifications for each elevation
  - 1 copy of HVAC layout and 1 set of calculations per other floor layouts and other optional features which have an effect on HVAC design and calculations
- Plans must include designer qualification and/or registration BCIN as applicable in conformance with OBC Division C, Section 3.2.
- Note: Design elements outside of the scope of Division B, Part 9 of the Ontario Building Code must be stamped by a professional engineer.

#### 2. Building Permit Application

- Permit applications cannot be accepted until the plan of subdivision is registered.
- The first submission in a plan of subdivision must include a letter provided by the "owner's" solicitor verifying the name of the registered owner of the lots for which applications are being submitted and the TARION registered "builder / vendor" company name and registration number. The owner and TARION registered builder / vendor must be accurately represented on the permit application form.
- Provide certification from the subdivision engineer of all lots and blocks in the plan of subdivision with engineered fill together with the soils engineer's compaction report.
- Provide certification from the acoustical engineer that the builder's plans for dwelling units shows all of the noise attenuation works required by the approved acoustical report and approved plans, including locating the air conditioning units on the sitings.
- Identify fire break lots on the subdivision plan.
- If models have not been 'pre-certified' a certified model submission (see above) must be submitted.
- Site plans prepared before registration must be updated to include reference to the registered plan number.

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A complete building permit application includes:

- Completed building permit application forms (now on the Brampton Portal), schedules and addenda. The description of work proposed on the application form must include the model name (base model and elevation) and all optional features such as other elevation, basement finish, basement rough-in and walkout condition, as examples.
- A non-refundable Permit fee deposit of \$1500.00 per dwelling unit. (Permit fees are \$12.66/m<sup>2</sup> based upon the gross floor area of the dwelling unit exclusive of garage and unfinished basement. The balance of fees owing is due at the time of building permit issuance. Minimum permit fee is \$1945.73). Applications for re-siting have a fee of \$389.15 if applied for prior to the start of construction and \$778.30 if applied for after the start of construction.
- 2 copies of a site plan of the lot (siting) and the adjacent lots on three sides. The site plan must be stamped by the developer's grading consultant, the subdivision control architect and the acoustic engineer (noise consultant), where applicable, and must include the designer qualification and/or registration BCIN as applicable. **Please note a new requirement:** The siting must also be stamped as reviewed by the City's Development Engineering Services Division. Separate site plans for each application are preferred. If the site plans submitted incorporates lots (sitings) for a number of applications all of those applications must be reviewed and issued together as a "batch".
- For a house serviced by a septic system, provide a completed Statement of Design form, a site evaluation report and ensure that the sewage system is shown on the site plans. Refer to the information handout Building Permit Requirements for a Sewage System.

#### **3. Building Permit Issuance or Notice of Refusal to Issue a Permit**

Upon completion of the review of the submission/application the applicant will be contacted and advised of the issuance of the permit if all required items addressed in BCA 8.-(2) are complete or be advised of any outstanding items in a notice summarizing the application deficiencies.

1. Balance of permit fees owing
2. Development charge payment confirmation (Finance 905-874-2255)
3. Other applicable law

## Important Notice

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### Builders and Designers

#### Information Required on Site Plans

All site plans accompanying building permit applications must be completely dimensioned and contain all required site plan statistics. It is the responsibility of the applicant to provide the City of Brampton Building Division with all of the necessary information required to process an application.

All submitted site plans must include the designer qualification/registration BCIN as applicable in conformance with OBC Division C, Section 3.2.

All submitted site plans must include the following **graphical information**:

- Model name (where applicable to production residential projects);
- all or a portion of the building footprint on adjacent lots;
- the setback dimensions taken from the nearest point in a straight line from all property lines to the nearest main wall of a dwelling;
- the setback dimensions taken from the nearest point in a straight line from the property lines to all porches, decks, and front wall of the garage;
- the setback dimension from the nearest point of the porch and dwelling to the nearest point on the property line abutting a daylight site triangle or radius on corner lots;
- the size and height of proposed decks;
- the dimension of garage projections from a porch or front wall of the dwelling;
- the driveway width dimension.
- all entrance doors, including door from garage to house must be indicated on the siting. Optional door locations are not permitted.

All submitted site plans must include the following **statistical information**:

- the proposed building height measured between the average finished grade and the mean height level between the roof eaves and ridge;
- the landscaped area percentage of the front yard area;
- the garage door width;
- the interior garage width;
- the rear yard area, where the rear yard setback is reduced as permitted in the by-law;
- lot coverage, if applicable.

Please note that drawings will not be scaled for missing information. Actual dimensions are required and figures stating only the by-law minimum requirements are not acceptable. Please provide your architects and consultants with this information to ensure that these requirements are met. Providing the required information at the time of submission will help expedite the building permit review process.

**SITE PLANS SUBMITTED WITHOUT THE ABOVE NOTED INFORMATION MAY RESULT IN A DELAY IN THE PROCESSING OF THE BUILDING PERMIT APPLICATION.**

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## **2017 HVAC Requirements for Production Residential CM or RR and Custom Home Applications**

New certified model applications and applications for custom homes submitted after January 1, 2017 shall include, but not be limited to the following information:

1. A furnace serving a dwelling unit shall be equipped with a brushless direct motor (OBC Div B, 12.3.1.5).
2. HVAC load calculations shall meet the energy efficiency performance as described in OBC Div B, 12.2.1.2(3). Please identify the selected energy efficiency compliance option to be used or SB-12 – Prescriptive Package or Performance path or other acceptable compliance methods (Energy Star or NRCAN “2012 R2000 Standards”)
3. The HVAC design shall comply with good engineering practice as described in OBC Div B, 9.33.1.1 and 9.33.2.2. (Please note OBC Div B, 6.2.1.1 – acceptable methods of calculation are ASHRAE, CAN/CSA-F326-M or HRAI or CSA-F280-12).
4. Should ASHRAE method of calculation be used, please include the following in the submission package for each custom home or certified model including all optional floor plans:
  - a. Floor plans with clearly identified energy efficiency compliance option and full detailed wall section from foundation to roof for standard, look-out and/ or walk-out basement conditions.
  - b. Heat loss / gain calculations.
  - c. Ventilation design summary sheet based on total room count– only principal fan heat loss shall be added to structure heat loss.
  - d. Duct design – please ensure return air from upper floor is not less than supplied air.
5. Should CSA-F280-12 method of calculation be used, please include the following in the submission for package for each custom home or certified model including all optional floor plans:
  - a. Floor plans with clearly identified energy efficiency design package and full wall section from foundation to roof for standard basement, look-out and/or walk-out basement conditions.
  - b. Heat Loss and Gain Calculation Summary sheet.
  - c. Heat loss / gain calculations.
  - d. Calculation of ventilation contribution to heat loss if extra credit is claimed for HRV effectiveness.
  - e. Ventilation Design Summary sheet based on total room count – only principal fan heat loss shall be added to structure heat loss.
  - f. Air Infiltration Residential Load Calculator (Supplemental tool for CAN/CSA-F280 or equivalent).
  - g. Residential Foundation Thermal Load Calculator (Supplemental tool for CAN/CSA-F280 or equivalent) for standard basement, or Residential Slab on Grade Thermal Load Calculator (Supplemental tool for CAN/CSA-F280 or equivalent) for look-out and/ or walk-out basement condition, whichever is applicable.
  - h. Duct design – please ensure the return air from upper floor is not less than supplied air.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
A. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/>	I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate <del>class</del> <sup>category</sup> categories.	Individual BCIN: _____	
Firm BCIN: _____			
<input type="checkbox"/>	I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.	Individual BCIN: _____	
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and Code. qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date	Signature of Designer		

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**CITY OF BRAMPTON - BUILDING DIVISION**

**SECTION G1. DOCUMENTS ESTABLISHING COMPLIANCE WITH APPLICABLE LAW (OBC Div. A - 1.4.1.3.)**

Permit Application No.	Project Location
	# <span style="float:right">street</span> <span style="float:right">unit/suite</span>

**Explanation:**

Applicable Law - Applicable law is other regulations for which approval must be obtained before a building permit can issue. A complete list of Acts and Regulations that are "Applicable Law" is set out in Article 1.4.1.3 of Division A of the Ontario Building Code.

**Instructions:**

The most common Acts and Regulations are listed below with the documentation that must be provided before a building permit can issue. Check those that apply to your permit application and complete the declaration. The customer service plans examiner will assist you with any questions you may have about the regulations listed. The documents noted must be provided before a building permit can issue.

**Details and Contact Information**

A list of agencies and contact information is available at the Building Division or on the City of Brampton website

**APPLICABLE LAWS (Note: This list provides only the most common approvals)**

ACT	Description	REQUIRED DOCUMENTS (Provide copy)	Required	Received
Planning Act s.41	(Site Plan Control)	Site plan approved drawings		
Planning Act s.34	(Zoning By-law)	Final & binding amendment		
Planning Act Pt. V1	(Division of Land)	Registered Plan or Deed		
Planning Act s.45	(Minor Variance)	Final Decision from City Clerk		
Planning Act s.33	(Demolition of Residential Property)	Council Approval		
Ontario Heritage Act ss.27 (3), 30(2), 33, ss.34.40.1 & 40.2		Heritage Permit		
Ontario Heritage Act s.34.5 and s. 34.7.(2)		Ministry of Culture approval		
Development Charges Act s.28 and s.53, Education Act s.257.83 & Contribution) 257.93	(Financial	Confirmation of payment from City of Brampton Finance Department		
Planning Act s.42(6)	(Cash in Lieu of Parkland)	Confirmation of payment from City of Brampton Finance Department		
Conservation Authorities Act	(Flood plain or fill regulated area)	Construction and Fill Permit		
Day Nurseries Act, Reg. 262 s.5	(Daycare centre with more than 5 children)	Approval from Ministry of Children and Youth Services		
Education Act s.194	(Demolition of all or part of a school)	Approval from Ministry of Education		
Environmental Protection Act s.168.3.1 & 168.6(1) change of use of land	(Industrial or commercial to agricultural, residential or park)	File Record of Site Condition (RSC) and/or provide Certification of Property use (CPU)		
Public Transportation Act s.34 and s. 38 10	(Construction within 45m of the road or within 395m of an intersection of Hwys, 410 or 407)	Building and Land Use Permit issued by MTO		
<b>Other:</b>				

**APPLICANT'S DECLARATION**

I, \_\_\_\_\_ certify that the applicable laws designated on the above noted chart are, to the best of my  
 (print name)  
 knowledge, all of the "applicable law" for which this application for a permit must comply before a permit is issued.

Date

Signature

**FOR OFFICE USE ONLY**



**BUILDING DIVISION**  
 8850 McLaughlin Road, Unit 1  
 Brampton, ON L6Y 5T1  
 Phone: (905) 874-2401  
 Fax: (905) 874-2499

## ADDENDUM TO PERMIT APPLICATION (Production Residential Application Summary)

**Note:** This form should be completed and submitted together with permit applications. The form is available on the Brampton Website - [brampton.ca/work/building](http://brampton.ca/work/building) permits/homebuilderssite

\*\*\* PLEASE PRINT \*\*\*

**LEGAL OWNER**

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**BUILDER**

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**AGENT/APPLICANT**

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Telephone (Off) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax: \_\_\_\_\_

Please list the lot numbers with the affiliated model type. For townhouses, list them in order from lowest lot number to highest lot number. Maximum 20 lots per submission.

REGISTERED PLAN #		SITE PLAN #				
Lot/Block	SF D SD D	Certified Model Name - Ensure the full and correct name is listed here	Elev.	Alt. Floor Layout	N (new) R (rev)	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
*Max. 20 per submission						

**NOTES**

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**OFFICE USE ONLY**

**NOTES/COMMENTS/SPECIAL CONDITIONS**

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