



**BUILDER BULLETIN #2018-03**  
(March 12, 2018)  
**IMPORTANT NOTICE TO BUILDERS**  
**CERTIFIED MODEL SUBMISSION PROCESS**

---

The submission of the certified models for residential plans of subdivision has been updated as per below;

Effective immediately, the Building Division will require the following:

1. Along with the certified model application form and fee, you will be submitting only 1 copy of all the plans and specifications.
2. Upon completion of the review process, you will be provided with a DVD of the approved certified models. The Building Division will retain the paper copy.
3. Drawings and documents that form part of a permit for construction are to be retained on site at all times and must be made available during all inspections. The original or a colour printed hard copy of the permit drawings are typically provided to the inspector during an inspection.
4. With the introduction of permit documents being released in a digital format to the builders, the constructor must either reproduce a colour hard copy of the original or provide a means by which the inspectors can readily view the digital copy at any point during an inspection.
5. This alternative digital copy is to be displayed by the construction supervisor on a laptop or tablet with a screen reasonably large enough to facilitate the viewing of the permit drawings during the inspection (9"min). At no point is the inspector expected to carry any equipment for use in the viewing of a permit document during the inspection and in some instances it may be required that printed hard copies are produced to facilitate a thorough review of the documents.

*For any questions, clarification or to obtain general information regarding the above please contact –*

*Anthony Magnone, Regulatory Co-ordinator, City of Brampton, Building Division*