

Building Permit Requirements

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 fee of \$12.75 / m² (based on the option with the greatest GFA) 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 (only fully and accurately completed applications will be accepted)
- Certified model fee of \$12.75 / m² (based on the option with the greatest GFA)
- 2 complete sets of plans and specifications for each model including details for all elevations, options, upgrades, alternate floor layouts and special corner treatments offered for that model, including :
 - 2 copies of architectural plans, including all options (as well as lookouts, walkouts and decks), stamped approved by the control architect for the subdivision
 - 2 copies of engineer's stamped truss specifications for each elevation
 - 2 copies of HVAC layout and 1 set of calculations
 - **Note:** Reinforced concrete slabs and other design elements outside of the scope of Division B, Part 9 of the Ontario Building Code must be stamped by a professional engineer
- Plans must include designer qualification and/or registration BCIN as applicable in conformance with OBC Division C, Section 3.2.

2. Building Permit Application

- 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.

A complete building permit application includes:

- Completed building permit application forms, schedules and addenda. The description of work proposed on the application form must include options such as basement finish, basement rough-in and cold cellar.
- Permit fee deposit of \$1500.00 per dwelling unit. (Permit fees are \$10.71/m² 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.) Applications for re-siting have a fee of \$306 if applied for prior to the start of construction and \$612 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 subdivision engineer, the subdivision control architect and the acoustic engineer (noise consultant), where applicable, and must include the designer qualification and/or registration BCIN as applicable. 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

Permits

Tel. 905-874-2401
Fax 905-874-2499

Inspections

Tel. 905-874-3700
Fax 905-874-3763

Zoning Services

Tel. 905-874-2090
Fax 905-874-2499



BUILDING DIVISION

8850 McLaughlin Road, Un 1
Brampton, ON L6Y 5T1

Phone: (905) 874-2401
Fax: (905) 874-2499

CERTIFIED MODEL APPLICATION FORM

DATE STAMP	ACCEPTED BY	APPLICATION NUMBER
	* REVIEW FEE	GFA (m²) x COST / m² = FEE
_____ m ² x \$ _____ / m ² = \$ _____		
* Fee is calculated using the option with the greatest gross floor area		

PLEASE PRINT:

OWNER	NAME	ADDRESS
LEGAL OWNER		No. Street Name Suite
		Town/City Province Postal Code
BUILDER NAME		No. Street Name Suite
		Town/City Province Postal Code
MARKETING NAME		No. Street Name Suite
		Town/City Province Postal Code
Designer - House		No. Street Name Suite
		Town/City Province Postal Code
Designer - Trusses		No. Street Name Suite
		Town/City Province Postal Code
Designer - Floor		No. Street Name Suite
		Town/City Province Postal Code
Designer - HVAC		No. Street Name Suite
		Town/City Province Postal Code
APPLICANT	NAME:	POSITION:
	SIGNATURE:	PHONE: FAX:

MODEL NAME: _____ REG PLAN(S) / DRAFT PLAN: _____

Single Family Dwelling Semi-Detached Dwelling Townhouse

ELEVATION					
GFA m2					

	Standard Feature	Option, to be Included	Not Applicable	Examiner's Comments
Deck				
Walk-Out				
Look-Out				
Basement Finish				
Alt Floor Layout(s)				
Door, House to Garage				
Door, Garage to Outside				
Door, House to Sideyard				
Cold Cellar				
Gas Fireplace				
Side Upgrade				
Rear Upgrade				
Corner Upgrade				
Basement Rough-In				
Other(s)				

OTHER INFORMATION:

ADMINISTRATION REVIEWED BY	ZONING REVIEWED BY	STRUCTURE REVIEWED BY	PLUMBING REVIEWED BY	HVAC REVIEWED BY
Signature	Signature	Signature	Signature	Signature
Date	Date	Date	Date	Date