

## Building Permit Requirements

---

### New Industrial, Commercial or Institutional Projects or High-Rise Residential Buildings

#### Building Permit Application

The following is required at submission. Incomplete applications **cannot** be accepted.

#### 1. COMPLETED APPLICATION FORMS.

- Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Applicable Law Checklist
- General Review Commitment Certificate
- Detailed Letter of Use describing the nature of the operation or business, the number of employees and the occupant load. Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage
- Completed Financial Contribution Form (provided by Building Division or available on the website [www.brampton.ca](http://www.brampton.ca))

#### 2. PLANS AND SPECIFICATIONS

- Legal Property Survey
- 2 sets of site plan approved drawings. Building Permit Applications will not be accepted without site plan approval
- 2 complete sets of drawings – architectural, structural, HVAC, plumbing, electrical (sprinkler system complete with hydraulic calculations and fire alarm system, where applicable)
- 2 copies of BMEC authorization (where applicable)
- 1 copy of HVAC calculations
- 1 copy of soil engineer's report
- 2 sets of specifications (where applicable)
- 1 copy of Ashrae 90.1 compliance forms (where applicable)
- 1 copy of Proposal for Alternative Solution (where applicable)

#### 3. BUILDING PERMIT FEE

- The building permit fee is based on the service index for the classification of the work proposed and the floor area in m<sup>2</sup> of the work involved
- (Fee = Service Index X Area)
- Refer to Building By-law 387-2006 for Fee Schedule ( <http://www.brampton.ca/en/residents/Building-Permits> )

#### Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

1. Outstanding balance of permit fees is due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of permit fees and any outstanding issues.
2. Provide proof of other statutory requirements (applicable law) where it applies in accordance with O.B.C. Div A, 1.4.1.3 for example;
  - Finance Department – payment of development charges and parkland contribution
  - Conservation Authority – permit from Toronto Region Conservation Authority or Credit Valley Conservation Authority
  - Ministry of Transportation – land use or building permit
  - Proof of Filing of Record of Site Conditions
3. Where a permit is to be issued to for construction within a common element of a registered condominium a Notice of Permission to Construct form, signed by an authorized agent of the condominium corporation, shall be submitted for the authorization of work to be undertaken within the common element of the building or property.
4. Residential buildings intended for condominium registration must be registered with TARION and have an Ontario New Home Warranty program reference number.

#### Other Telephone Numbers

Credit Valley Conservation Authority	1-800-668-5557
Toronto and Region Conservation Authority	(416) 661-6600

**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

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: <u>THE CORPORATION OF THE CITY OF BRAMPTON</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant      Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number (      )		Fax (      )		Cell number (      )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## 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 (     )	
C. 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			
D. 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 classes/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 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) d) 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 authorization, 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 G. DOCUMENTS ESTABLISHING COMPLIANCE WITH APPLICABLE LAW (OBC Div. A - 1.4.1.3.)**

Permit Application No. _____	Project Location _____ # _____ street _____ unit/suite
---------------------------------	---

**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 Yes/No	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 & 257.93	(Financial Contribution)	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, \_\_\_\_\_ (print name) certify that the applicable laws designated on the above noted chart are, to the best of my 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 Rd.  
 Brampton  
[building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca)  
 Fax. (905) 874-2499

# COMMITMENT TO PROVIDE GENERAL REVIEW

Pursuant to OBC DIVISION C - Part 1 Subsection 1.2.2.

## PROJECT INFORMATION

<b>PROJECT DESCRIPTION</b>	_____
<b>PROJECT LOCATION</b>	_____
	#                      Street                      Unit/Suite
<b>PROPERTY OWNER</b>	Name: _____
	Address: _____
	#                      Street                      Unit/Suite                      City
	e-mail address: _____
	If the Owner is a corporation provide the name and contact information for the Authorized Agent of the Owner:
	Name: _____
	Address: _____
	#                      Street                      Unit/Suite                      City
	e-mail address: _____ Telephone: _____

## COMMITMENT TO PROVIDE GENERAL REVIEW

Consultant Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

#                      Street                      Unit/suite                      City                      Postal Code

e-mail address: \_\_\_\_\_ Telephone : (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

1. The undersigned architect or professional engineer warrants that I have been retained by the Owner and/or authorized agent named on this document to provide general review of the construction of the building referenced to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers of Ontario (PEO);
2. All general review reports by the architect or professional engineer will be forwarded promptly to the attention of the applicable Inspector at: [inspections.scheduling@brampton.ca](mailto:inspections.scheduling@brampton.ca)
3. Should I cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately.

<b>Professional</b>	<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL HVAC	<input type="checkbox"/> MECHANICAL PLUMBING
	<input type="checkbox"/> MECHANICAL- CIVIL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY): _____

**DESCRIBE THE SCOPE OF WORK FOR WHICH GENERAL REVIEW IS BEING PROVIDED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

mth                      day                      year

Print Name: \_\_\_\_\_

## FOR OFFICE USE ONLY

PERMIT APPLICATION # \_\_\_\_\_

Review By: \_\_\_\_\_ BCIN# \_\_\_\_\_ Date: \_\_\_\_\_

mth                      day                      year



**\*\* New Building Form \*\***

**A SEPARATE FORM MUST BE FILLED IN FOR EACH USE IN A MIXED-USE BUILDING**

Site Plan #

**1 Property Location**

Municipal Address: \_\_\_\_\_  
 # Street Unit

Legal Description: \_\_\_\_\_  
 Lot/Block Plan Reference Plan Description

**2 Property Owner:** \_\_\_\_\_

Contact: Applicant/Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
 # Street Unit Town/City Postal Code

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

**3 Property Use** Specific Intended Use : \_\_\_\_\_

**OFFICE USE ONLY:**  
 These definitions are applicable to how Development Charges are applied only and are contained within the Development Charges By-laws 218-2004 to 224-2004; please check off the building use(s) that are applicable to you.

The following definition applies to By-laws 218-2004, 221-2004 and 223-2004:  
 section.

The following definitions apply to By-law 224-2004:  
**"Non-Industrial/Non-Office Use"** means the use of land, buildings or structures\* or parts thereof, used, designed or intended to be used for any use other than for residential use or for industrial use, or for office use, as those terms are defined below, and a non-industrial use includes a retail warehouse.  
**"Office Use"** means the use of land, buildings or structures\* used primarily for, or designed or intended for use primarily for or in connection with office or administrative purposes, provided that the building or structure has an office or administrative component equal to or greater than 50 percent of the total gross floor area of the building or structure. For the purposes of the Development Charges by-law, office excludes office or administrative uses located within a shopping centre or plaza, and excludes office or administrative uses where such uses are accessory to an industrial use.  
**"Industrial Use"** means land, building or structures\* used or designed or intended for use for or in connection with manufacturing, producing or processing of raw goods, storage and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include a building used exclusively for office or administrative purposes unless it is attached to an industrial building or structure as defined above and does not include a retail warehouse.  
 \* **"Buildings or Structures"** means a structure occupying an area greater than 10 square metres consisting of a wall, roof, and floor or any of them or a structural system serving the function thereof, and includes an air-supported structure, mezzanine, and an exterior storage tank, but does not include: a farm building, or a canopy, or an exterior storage tank where such exterior storage constitutes an

**4 Calculations - Applicable to the City of Brampton, the Region of Peel and School Board By-laws**

(To be completed by applicant/agent)		Office Use - Checked by	
<p><b>A. "Total Floor Area"/"Gross Floor Area"</b> means the total of the areas of the floors in a building or structure, whether at, above or below grade measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall.</p> <p>Where a building or structure does not have any walls, the total floor area shall be the sum total of the area of land directly beneath the roof of the building or structure and the total areas of the floors in the building or structure.</p> <p>Also includes:</p> <p>a) Floor area of a mezzanine and air supported structure and space occupied by interior walls and partitions. (City, Region and School Board By-laws).                      b) Below grade, only that floor area used for retail, commercial, office, industrial or warehousing purposes (Region and School Board By-laws).</p>			
	<b>B. Deductible Area:</b>		
	B-1. Any part of the building or structure used for mechanical equipment related to the operation or maintenance of the building or structure, stairwells, elevators and washrooms	sq.m.	
	B-2. Any part of the building or structure above or below grade, used exclusively for the temporary parking of a motor vehicle or used for the provision of loading spaces	sq.m.	
	B-3. The area of any self contained structural shelf and rack storage facility approved by the Building Materials Commission	sq.m.	
	B-4. Parts of the building below established grade <u>other</u> than that used for retail, commercial, office, industrial, institutional or warehousing purposes.	sq.m.	
	B-5. Parts of the building below grade used for non-commercial parking	sq.m.	
B-6. The portion of the building or structure owned by a church or religious organization which is used <u>only</u> as a place of worship	sq.m.		
<b>C. Multiple Unit Residential Buildings (# of suites):</b>	<= 750 sq.ft.		
	> 750 sq.ft.		

I, hereby declare that I have verified this information and certify that the statements made herein are correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_