

## IMPORTANT NOTICE TO ALL APPLICANTS FOR PERMITS NEW PROVINCIALLY MANDATED PERMIT APPLICATION FORM

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Effective January 1, 2011, the Province of Ontario introduced a revised permit application form to be used by all municipalities in Ontario.

Be advised that, commencing Monday February 7, 2011, the City of Brampton will no longer accept applications completed on the “old” Application for a Permit to Construct or Demolish form. Applications completed at the Building Division’s offices now must be completed on the new form.

When completing the new application form please ensure that:

- The required Schedule 1 (Designer Information) is fully completed where required. The Schedule now forms part of the application and, therefore, is part of a “Complete Application” for the purposes of our ability to accept an application.
- You have read and fully understand the new Part ‘H’. You will be confirming that the submission is complete by “checking” boxes provided for confirmation that –
  - \**The application has been fully completed and is correct*
  - \**All of the required plans, specifications and technical documents have been provided and*
  - \**The “Applicable Law” checklist has been reviewed and confirmation of compliance with any of the relevant applicable laws has been confirmed by way of provision of the required documentation from the agency administering the legislation that is the applicable law or laws to which your application is subject*

The Customer Service Plans Examiner will be pleased to assist you in the completion of the application form.

**PLEASE NOTE:** *Where information is not provided that is not critical to the ability of the Plans Examiners to complete their technical review to determine whether the proposed construction complies with the requirements of the Ontario Building Code and the City’s Zoning By-laws, the application can be taken in and the review commenced where the applicant agrees to provide the missing information prior to the issuance of a permit and completes an “Acknowledgement of an Incomplete Application Form.”*