

Homebuilder Electronic Submission of Permit Applications

Applications may be submitted for the following:

- Certified Models
- Revisions to Certified Models
- Repeat Sitings from a Certified Model (single and semi-detached dwellings, townhomes)
- Custom Homes (single and semi-detached dwellings, townhomes)
- Resitings (previously issued permit where the model is being changed)
- Revisions to Repeat Sitings and Custom Homes

Please Note: Applications for stacked townhouses and live/work units are not available for online submissions. Please contact the Building Division at building.inquiries@brampton.ca for further information.

Step One: PRE-REVIEW

Certified Models and Certified Model Revisions

Provide the following information to building.inquiries@brampton.ca, prior to applying for an online submission:

- A copy of the Addendum Form ([Click Here](#)) listing all certified models being applied for,
- Sample of one Completed Certified Model Application Form ([Click Here](#)). Complete the elevation and associated gross floor area on the form. This information is necessary for calculating the certified model fee.

Repeat Sitings, Resitings, Revisions, Custom Homes

Provide the following information to building.inquiries@brampton.ca, prior to applying for an online submission:

- A copy of the Addendum Form ([Click Here](#)) listing all of the lots/blocks being applied for,
- Sample of one Completed 'Building Permit Application Package' for one of the lots/blocks being applied for, with the documents scanned in the following order for each separate dwelling:

i) **Permit Application Form**

- complete all fields ([Click Here](#)) ensuring the full model name in the description field matches the name of the certified model applied for if applicable. Include the elevation and all options.

ii) **Schedules**

- complete all fields including municipal address, legal description

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	

iii) **Siting**

- include lot #, plan #, model name, elevation

- Provide the Solicitor's Form ([Click Here](#)) ensuring that the Owner Name on the Solicitor Form matches the Owner Information completed on 'Section D' of the application form

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	

- Ensure that the Applicant Information completed on 'Section C' of the application form matches the Applicant Information on 'Section I' of the application form. Ensure the Applicant Declaration is signed and dated.

C. Applicant				
Applicant is: <input type="radio"/> Owner or <input type="radio"/> 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	

I. Declaration of applicant	
I _____ declare	
(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* used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or b) the inspector having the duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation at this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor 2E5 (416) 595-6666.

- Ensure that the 'Builder' and 'TARION' section on the second page of the permit application form – 'Sections E and F' - matches the registered name of the development on the TARION website

E. Builder (optional)				
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	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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):				

Split Blocks

- Provide a copy of the Solicitor's Form for each MPlan where the split block is located
- Ensure that both MPlans and Blocks are completed on the application form, schedules and the accompanying siting. The siting must outline the boundaries of each block.

Revisions

- Provide original permit # and describe what the revision is pertaining to in the description field of the application form (i.e. basement finish, additional options, etc.)

The 'Sample Application Package' will be reviewed for completeness and accuracy of information.

Once the initial review is complete, you will be advised to submit all applications listed on the addendum form.

When all applications are submitted and reviewed, you will be contacted to arrange payment of your application fees.

Step Two: HOW TO APPLY

Once the proposed submission has been verified, proceed to apply online:

1. Go to www.brampton.ca/Building
2. Complete the online form
3. Upload application forms and drawings under the appropriate 'Attachment Type' headings indicated below
4. A maximum of twenty lots/blocks is accepted per online submission

Townhouses (if applicable)

- As indicated under Step One, an addendum ([Click Here](#)) for all townhouses being applied should have been forwarded to the 'Building Inquiries' email under the Pre-Review
- When applying for townhouses, apply for one submission per townhouse block, attaching the Siting, Block Plan and Trusses only to Site 1 of each townhouse block. In addition, please add a separate addendum ([Click Here](#)) per submission, listing only those sites in the specific townhouse block being applied for.

What information is required?

1. Online Form
 - Application type (Certified Model or Repeat Siting)
 - Builder name
 - Applicant name
 - Applicant Address
 - Applicant Phone #
 - Applicant email address
2. Depending on the type of application you are submitting the following information is required. The table below describes the required documentation for each attachment type. For further details of what's required [click here](#).

Required Attachments

	Attachment Type Online	Documents Required
<p align="center">Certified Model/Custom Home Note: A new submission is required for each model submitted</p>	Application Package	For Certified Models: Certified Model Application Form OR For Custom Homes: Permit to Construct or Demolish <ul style="list-style-type: none"> • Schedule 1: Designer Information • Siting
	Architectural Drawings	
	Floor Trusses (if applicable)	
	Roof Trusses (if applicable) (see below for townhouses)	
	HVAC Calculations	HVAC Calculation Attachment to include all HVAC information and details
	Plumbing Data Sheet	

Required Attachments		
	Attachment Type Online	Documents Required
<p>Repeat Siting Note: A maximum of 20 individual applications may be applied for with each submission</p>	Addendum Form	Production Residential Application Summary Form
	Building Permit Application Package	<p><u>Building Permit Application includes:</u></p> <ul style="list-style-type: none"> • Permit to Construct or Demolish • Schedule 1: Designer Information • Siting • Any lot specific documents <p>*A Building Permit Application Package should include the above documents as an individual separate package for each lot submitted</p> <p>Note: for townhouses please submit each block as a separate group submission (i.e. Block 1) and include the block plan, roof truss layout and other details in the appropriate attachment type field within the online form</p>

General Submission Requirements:

- Documents are required to be submitted as a unprotected PDFs
- Maximum individual file size for upload is 50 MB (Note: Large file sizes may take a longer time to upload)
- Special characters in the file name, such as (&,.%*#@!"?/:'), will cause the file upload to fail
- Please upload your "Required Attachments" with the following naming convention:
 "Attachment Type"_"Plan Lot"
 i.e. Permit Application_M 2053 Lot 12
 For Repeat Siting Submissions use only the MPlan in the title

What happens after I submit my application?

1. Staff of the Building Division will contact you to arrange payment of your permit deposit fee.
2. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws.
3. During the review process you may be contacted by email to provide further information.
4. Once the review is completed, you will be contacted with your total of additional fees owing.
5. When your permit fees are paid in full your permit(s) will be issued.