

## Building Permit Requirements

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### Residential Addition / Interior Alteration

**NOTE TO APPLICANTS:** Please check with the Zoning Plans Examiner of the Building Division to determine the maximum size and the number of accessory buildings permitted on the property, and verification of applicability of Mature Neighbourhood requirements, in accordance with the City of Brampton, Zoning By-law, prior to submitting an application for a building permit.

#### 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 (No longer required. Will be part of your Brampton Portal submission)
- Schedule 1: Designer Information
- Applicable Law Checklist

##### 2. Set of plans and specifications drawn to scale which must include:

- Legal Property Survey and a Site Plan  
Show existing and proposed construction and the dimensions of each.  
Show setbacks to the property lines and any other buildings on the property.
- Architectural Plans  
Provide floor plans for each level, elevations for each side of the house and sections where necessary. The following information must be provided on each plan:

##### Floor Plans

- Title of Plan and Scale
- Overall dimensions and dimensions of each room and space
- Use of rooms and spaces
- Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
- Material and size of all components of floor, wall and ceiling assemblies
- Location of all plumbing fixtures

##### Elevations (for each side of the house)

- Title of Plan and Scale
- Overall dimensions and dimensions of doors and windows
- Grade level
- Exterior wall cladding, finishes and flashing

##### Section

- Size and type of footing and foundation wall
- Foundation drainage
- Grade and distance from grade to floor
- Floor construction
- Exterior and interior wall construction
- Roof and ceiling construction (if pre-manufactured trusses/floors are used submit truss/floor layout and specifications)
- Attic insulation

- Heating, Ventilation and Air Conditioning

Provide a copy of heat loss and ventilation calculations. When the existing system is used to heat the addition a calculation for the existing house will be required.

Provide a copy of a heating system floor plan showing the location and size of new ductwork and existing ductwork where new work is connected to it, location and size of supply air registers and return air grilles.

##### 3. Permit Fee is required at time of application.

- Residential addition – heated \$11.68/m<sup>2</sup> gross floor area – unheated \$9.07/m<sup>2</sup> gross floor area or Minimum Fee: \$316.71
- Residential alteration - \$5.18/m<sup>2</sup> or Minimum Fee: \$316.71

#### Building Permit Issuance

1. Where a permit is to be issued 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.
2. An addition, 50 m<sup>2</sup> or greater in floor area to a single detached or semi-detached home located within a mature neighbourhood may be subject to a site plan review in accordance with the provisions of the Zoning By-Law. Please refer to Zoning Services to verify requirements.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| <b>A. Project Information</b>  |  |   |             |
|--|--|---|-------------|
| Building number, street name   |  | Unit no.  | Lot/con.    |
| Municipality   | Postal code  | Plan number/ other description                    |             |
| <b>B. Individual who reviews and takes responsibility for design activities</b>  |  |   |             |
| Name   |  | Firm  |             |
| Street address   |  | Unit no.  | Lot/con.    |
| Municipality   | Postal code  | Province  | E-mail      |
| Telephone number   | Fax number   |   | Cell number |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>   |  |   |             |
| <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   |  |   |             |
| <b>D. Declaration of Designer</b>  |  |   |             |
| 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.<br>Individual BCIN: _____<br>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.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                        |  |   |             |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>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.<br>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) (c) 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 practice, 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.<br><br>_____ | Project Location<br><br>_____ # _____ 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<br>(Provide copy)   | Required<br>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**