



## Homeowner Electronic Submission of Permit Applications

Applications may be submitted for permits for construction of new homes, miscellaneous alterations and additions to existing homes and a change of use to add a second unit within a home.

### How to apply online:

1. Go to [www.brampton.ca/Building](http://www.brampton.ca/Building)
2. Complete the online form
3. Upload application forms and drawings

### What information is required?

1. Online Form
  - Applicant name
  - Applicant address
  - Applicant phone number
  - Applicant email address
  - Project location (the address where the construction is proposed)
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
<a href="#">Permit Application Package</a>	<u>Forms Required:</u> Permit to Construct or Demolish Applicable Law Checklist Schedule 1: Designer Information
Architectural Drawings	<u>Must Include:</u> Legal Property Survey Site Plan Architectural Plans and details
<a href="#">Plumbing Data Sheet</a> (if applicable)	Plumbing Data Sheet
HVAC Calculations (if applicable)	HVAC Calculations and Drawings

### Submission Requirements:

1. Documents are required to be submitted as a **unprotected** PDFs
2. Only one file can be attached in each attachment field
3. Maximum individual file size for upload is 50 MB (Note: Large file sizes may take a longer time to upload)
4. Please upload your "Required Attachments" with the following naming convention:  
 "Attachment Type"\_"Project Location Address"  
 i.e. Permit Application Package\_1 Main St  
 Site Plan\_1 Main St  
 Architectural Drawings\_1 Main St  
 Plumbing Data Sheet\_1 Main St  
 HVAC Calculations\_1 Main St
5. Special characters in the file name, such as (&,.%\*#@!"?/:'), will cause the file upload to fail



**What happens after I submit my application?**

1. The Building Division will pre-screen your application to determine if all of the necessary information has been included to deem the application complete.
2. You will be advised by email if your application is incomplete and asked to resubmit by starting the process from the beginning.
3. If your application is accepted, staff of the Building Division will contact you to provide credit card payment of your permit deposit fee.
4. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws.
5. During the review process you may be contacted by email to provide further information.
6. Once the review is completed, you will be contacted if any additional fees are owing.
7. When your permit fees are paid in full your permit will be issued.