

BUILDER BULLETIN #3

(June 6, 2012)

IMPORTANT NOTICE TO BUILDERS***NEW NOTICE OF COMPLETION FORM******and******ELECTRONIC DISTRIBUTION OF OCCUPANCY PERMITS***

PART 1**NOTICE OF COMPLETION (pursuant to S. 11 BCA)**

The City of Brampton Building Division has introduced a revised Notice of Completion form to be used by all permit holders submitting the Notice of Completion required for the occupancy inspections and for the issuance of an occupancy permit.

The form has been revised to better facilitate requests for occupancy for a “part of a building”, commonly referred to as a “partial occupancy” and applied in multi-storey residential and large ICI projects.

The process for applying for and the issuance of occupancy permits for detached, semi-detached and townhouse dwelling units will not change. The advantage for builders is that the form will be completed electronically and e-mailed directly to inspections.scheduling@brampton.ca

PART 2
ELECTRONIC DISTRIBUTION OF OCCUPANCY PERMITS

Commencing Monday, June 18, 2012 occupancy permits will be e-mailed to the permit holder at the e-mail address provided on the Notice of Completion. Occupancy permits will no longer be mailed via Canada Post. This change will enable us to improve the service level for distributing occupancy permits after occupancy has been granted.

A data base of e-mail addresses and contact persons specific to the issuance of occupancy permits for new dwelling units is being created. To ensure that this data base is up to date and accurate please update your records with Anthony Magnone, Regulatory Coordinator at anthony.magnone@brampton.ca by providing the following information before the end of the business day on June 15, 2012:

Re: Occupancy Permit Distribution

Builder Name:

Attention:

e-mail address: