

Permit Requirements

Signs

The Ontario Building Code requires that a building permit be issued for signs that are attached to a building or are designated structures.

The City of Brampton Sign By-law also regulates signs in the City and requires that a permit be obtained prior to the installation of, or modification to, certain signs.

Where both regulations apply to the proposed construction, both a Building Permit and a Sign Permit card will be printed at the time of issuance of the permit. For signs regulated by the Sign By-law only, a Sign Permit card will be printed at the time of issuance of the permit.

Permit Application

The following information is required at submission. Incomplete applications **cannot** be accepted.

1. **Completed permit application form** consisting of:
 - Application Form "Permit to Construct or Demolish" or "Sign Permit Application" (No longer required. Will be part of your Brampton Portal submission.)
 - Schedule 1: Designer Information (if required)
 - Applicable Law Checklist (if required)

2. **Set of plans** and specifications including:

GROUND SIGNS:

- Site plan and copy of an up-to-date property survey showing the location of the proposed sign(s) and indicating setbacks from all property lines and any existing buildings on the site,
- Structural details including foundation, base and/or column detail, indicating materials, dimensions and anchorage details for the sign, and
- Elevation detail showing area of the sign face and the message to be displayed.

WALL SIGNS:

- Site plan and copy of an up-to-date property survey indicating the location of the proposed signage on the building,
- Elevation detail of the wall face of the building or unit on which the proposed sign is to be located indicating the dimensions of both the building or unit and the proposed sign, and
- Construction details, materials and method of attachment to the building including the weight of the sign.

3. Permit Fee:
 - \$30.00 per m² of sign face area with a minimum fee of \$225.00.

Permit Issuance

1. Contractors named on the application must obtain a City of Brampton contractor's license for the current year. For information call (905)874-2580.
2. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Construct) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
3. Other approvals may be required prior to the issuance of a permit:
 - Region of Peel (905)791-7800 ext. 7851
 - Ministry of Transportation (416)235-4592

Permits
Tel. (905)874-2401

Inspections
Inspections.Scheduling@brampton.ca

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 | |
| B. Individual who reviews and takes responsibility for design activities | | | |
| Name | | Firm | |
| Street address | | Unit no. | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax number | Cell number | |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C] | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> House</div> <div style="width: 33%;"><input type="checkbox"/> HVAC – House</div> <div style="width: 33%;"><input type="checkbox"/> Building Structural</div> <div style="width: 33%;"><input type="checkbox"/> Small Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Building Services</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – House</div> <div style="width: 33%;"><input type="checkbox"/> Large Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Detection, Lighting and Power</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – All Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Complex Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Fire Protection</div> <div style="width: 33%;"><input type="checkbox"/> On-site Sewage Systems</div> </div> | | | |
| Description of designer's work | | | |
| D. Declaration of Designer | | | |
| <p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">_____</div> <div style="width: 70%;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Date</div> <div>Signature of Designer</div> </div> | | | |

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. _____ | Project Location _____ # _____ 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 (Provide copy) | Required 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 | | |
| Other: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

APPLICANT'S DECLARATION

I, _____ certify that the applicable laws designated on the above noted chart are, to the best of my
(print name)
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

NOTICE OF PERMISSION TO CONSTRUCT

Where acquisition of the building permit and the proposed construction are being undertaken by other than the owner, this form shall be completed and returned to the Building Division prior to the issuance of a permit. In the case of a unit in a condominium where work proposed affects the common elements of the building, permission to construct is required from the Condominium Corporation.

Date: _____

To: The Chief Building Official,
City of Brampton, Building Division
8850 McLaughlin Road, Unit 1
Brampton, ON L6Y 5T1

Telephone #905-874-2401

Fax# 905-874-2499

Re: Building Permit Application # _____

☐ **Unit Finish** ☐ **Interior Alteration** ☐ **Other (describe)** _____

Location: _____
_____ Street _____ Unit / Suite _____

Owner of Property: _____

Name of Business: _____

This will confirm the consent of the property owner for the tenant / occupant or unit owner to acquire the necessary permits and to complete the proposed construction at the above noted location.

Yours truly,

☐ **Property Owner**

(Signature) (Title) (Phone)

(Print Name) (Email)

or

☐ **Condominium Corporation**

(Signature) (Title) (Phone)

(Print Name) (Email)

COMMITMENT TO PROVIDE GENERAL REVIEW

Pursuant to OBC DIVISION C - Part 1 Subsection 1.2.2.

PROJECT INFORMATION

| | | | | |
|----------------------------|---|--|--|--|
| PROJECT DESCRIPTION | | | | |
| PROJECT LOCATION | # _____ Street _____ Unit/Suite _____ | | | |
| PROPERTY OWNER | Name: _____ Address: _____ # _____ Street _____ Unit/Suite _____ City _____ e-mail address: _____ If the Owner is a corporation provide the authorized corporate contact name and contact information: Name: _____ Address: _____ # _____ Street _____ Unit/Suite _____ City _____ e-mail address: _____ Telephone: _____ | | | |

COMMITMENT TO PROVIDE GENERAL REVIEW

Consultant Name: _____

Company: _____

Address: _____
 # _____ Street _____ Unit/suite _____ City _____ Postal Code _____

e-mail address: _____ Telephone : _____ Fax: _____

1. The undersigned architect or professional engineer warrants that I have been retained by the Owner and/or authorized agent named on this document to provide general review of the construction of the building referenced to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers of Ontario (PEO);
2. All general review reports by the architect or professional engineer will be forwarded promptly to the attention of the applicable Inspector at: inspections.scheduling@brampton.ca
3. Should I cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately.

| Professional Discipline | ARCHITECTURAL | STRUCTURAL | MECHANICAL HVAC | MECHANICAL PLUMBING |
|-------------------------|-------------------|------------|-----------------|------------------------|
| | MECHANICAL- CIVIL | ELECTRICAL | SITE SERVICES | OTHER (SPECIFY): _____ |

DESCRIBE THE SCOPE OF WORK FOR WHICH GENERAL REVIEW IS BEING PROVIDED

Signature: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY

PERMIT APPLICATION # _____

| | | |
|-------------------------|-------------|-------------|
| Review By: (Bldg) _____ | BCIN# _____ | Date: _____ |
| (Plmbg) _____ | _____ | _____ |
| (HVAC) _____ | _____ | _____ |