

Building Permit Requirements

Change of Use (Under Section 10 of Building Code Act)

NOTE TO APPLICANTS: Please check with the Zoning Plans Examiner of the Building Division to determine whether the proposed change of use is permitted in accordance with the City of Brampton, Zoning By-law, prior to submitting a building permit application.

Building Permit Application

- The applicant must retain a professional designer to assess the existing premises and to prepare the plans.
- Even though no construction may be proposed, upgrading of one or more of the following areas may be required –
 - demising wall fire separations
 - exits
 - door hardware
 - provision of washroom facilities and fixtures
 - HVAC system (ventilation)
 - exit signs and emergency lighting
 - a fire alarm system may be required

An Application for a Permit must include:

1. **Completed building permit application** consisting of:
 - Application form "Permit to Construct or Demolish" (No longer required. Will be part of your Brampton Portal submission)
 - Schedule 1: Designer Information
 - Applicable Law Checklist
2. **Letter of Use** – describing the operation or program, in detail, the number of employees and the occupant load as well as any special circumstances which may affect the design of the space.
3. Complete sets of plans including:
 - **KEY PLAN / SITE PLAN** – indicating the property lines, internal roads, parking, the building, designating clearly the project area and the occupancies of any adjacent units (a separate site plan and key plan or a combined site plan/key plan may be provided).
 - **ARCHITECTURAL PLAN(S)** – provide overall room and space dimensions; identify clearly the use of all rooms and spaces; designate existing and proposed construction; provide construction details for all proposed construction and fire separations.
 - **STRUCTURAL PLANS** – prepared by a structural engineer for structural modifications required as a result of a change of use or new construction.
 - **MECHANICAL PLANS** – 1. HVAC – provide a copy of load calculations and a copy of the distribution system designed by a professional engineer; where no changes are proposed the adequacy of existing systems must be assessed by a professional engineer and a written report submitted. 2. PLUMBING – where changes are proposed or additional plumbing is required a drain plan must be provided. 3. SPRINKLER – a sprinkler plan must be provided where any changes to the existing room or space layout are proposed.
 - **ELECTRICAL PLANS** – provide the location of all required exit signs and emergency lights. If the building is equipped with a fire alarm system. A complete layout must be provided, designed by an electrical engineer.
 - **OTHER**
 - Commercial cooking facilities must be equipped with an exhaust system designed in compliance with NFPA 96.
 - Restaurants must be provided with a climate controlled garbage room within the building
4. **Permit Fees:**
 - Change of Use \$120.26 per hour of review.
 - Minimum 4 hours (\$481.05).

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

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.

Schedule 1: Designer Information

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

All personal information on this form is collected under the authority of the Building Code Act, S.O. 1992, c.23 and City of Brampton By-Law 387-2006. The information collected on this form be used for Building-related information requests and/or applications. Questions about the collection of personal information should be directed to the Manager, Administration and Information Services at 905-874-2401.

I have read, understood, and agree with the City Collection Statement.

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]			
<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			
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="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-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="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-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="padding-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. <p style="margin-top: 20px;"> </p> <p style="margin-top: 5px;"> Date Signature of Designer </p>			

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.



Building Division
8850 McLaughlin Rd.
Brampton
building.inquiries@brampton.ca
Fax: (905) 874-2499

COMMITMENT TO PROVIDE GENERAL REVIEW

Pursuant to OBC DIVISION C - Part 1 Subsection 1.2.2.

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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: _____

- 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);
- 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
- 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) _____

CITY OF BRAMPTON - BUILDING DIVISION

SECTION G. DOCUMENTS ESTABLISHING COMPLIANCE WITH APPLICABLE LAW (OBC Div. A - 1.4.1.3.)

Permit Application No. _____	Permit Location _____ street _____ unit/suite
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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

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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, 1997 s.28(a) 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 _____



NOTICE OF AUTHORIZATION TO APPLY FOR AND UNDERTAKE CONSTRUCTION
APPLICABLE TO ALL CONDOMINIUM CORPORATIONS

Where acquisition of the building permit and the proposed construction being undertaken affects the common elements of the building, this form shall be included at time of permit application.

Date: _____

To: Chief Building Official

RE: Building Permit Application #: _____

Location: (full address including unit/suite #) _____

Unit Owner: _____

Name of Registered Business/Corporation: _____

Business Operating Name: _____

Proposed Work:

- Unit Finish Interior Alteration w/added GFA (i.e. mezzanine) Change of Use
- Creating Additional Units Exterior Signage Temporary Structures (i.e. tents)
- Exterior Façade Alterations (i.e. creating/removing an opening)
- Other (describe) _____

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 is as declared on the Ministry approved building permit application form.

The Condominium Corporation acknowledges that the proposed work affects common elements and authorizes the applicant to proceed with obtaining the necessary permits.

Condominium Corporation #: _____

Authorized Signing Officer

Name: _____

Title: _____

Phone #: _____

Email: _____

Signature: _____

I confirm that the information provided in this notice is true and complete to the best of my knowledge.

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