

Building Permit Requirements

Below Grade Entrance

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

Building Permit Application

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

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
- Schedule B : Below Grade Entrance Declaration

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

- legal property survey and a site plan – showing the location and actual dimensions of the proposed entrance
- plan view – show location and size of entrance, stair and landing dimensions, drain location, handrail and guard location (if required)
- section – show footing and foundation location, size and construction detail, details of stair construction, door location and size, size of lintel(s) required over door, location of exterior light and light switch, guard height and construction detail
- underpinning – where the depth of the proposed entrance causes the existing foundation to have less than 4’0” of frost coverage the foundation must be extended to provide the minimum 4’0” frost protection. Note the area which must be extended on the section drawing and show, by drawing or specification, how the underpinning of the foundation is to be constructed
- basement area and drain plan – a floor plan of the basement and construction details are required if any alteration to the interior is proposed. Provide details of drain connection to storm sewer, or sump pit.

3. Permit fee of \$326.21 applies to our **Standard 10 Day Permit Application Service**

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.

Schedule 1: Designer Information

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

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☐ 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]			
☐ House	☐ HVAC – House	☐ Building Structural	
☐ Small Buildings	☐ Building Services	☐ Plumbing – House	
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings	
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
☐ 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. Individual BCIN: _____ Firm BCIN: _____			
☐ 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. Individual BCIN: _____ Basis for exemption from registration: _____			
☐ The design work is exempt from the registration and qualification requirements of the Building Code. 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.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- 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.
- 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.

Permit 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

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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

LOT 8

LOT 9

LOT 10

14.6m

1.8m

1.2m

7.9m

3.0m

2.4m

3.5m

5.5m

SITE PLAN

SCALE 1:200

SKETCH OF SURVEY OF
LOT #____ CONC.____
CITY OF BRAMPTON

PROPOSED
BELOW GRADE
ENTRANCE

EXISTING
1 STOREY
BRICK &
FRAME
DWELLING
NO. 38

15.1m

EXISTING
2 STOREY
BRICK &
DWELLING
NO. 36

EXISTING
1 STOREY
BRICK &
DWELLING
NO. 40

EXISTING
DRIVEWAY

7.6m

6.7m

8.4m

ANY STREET, BRAMPTON

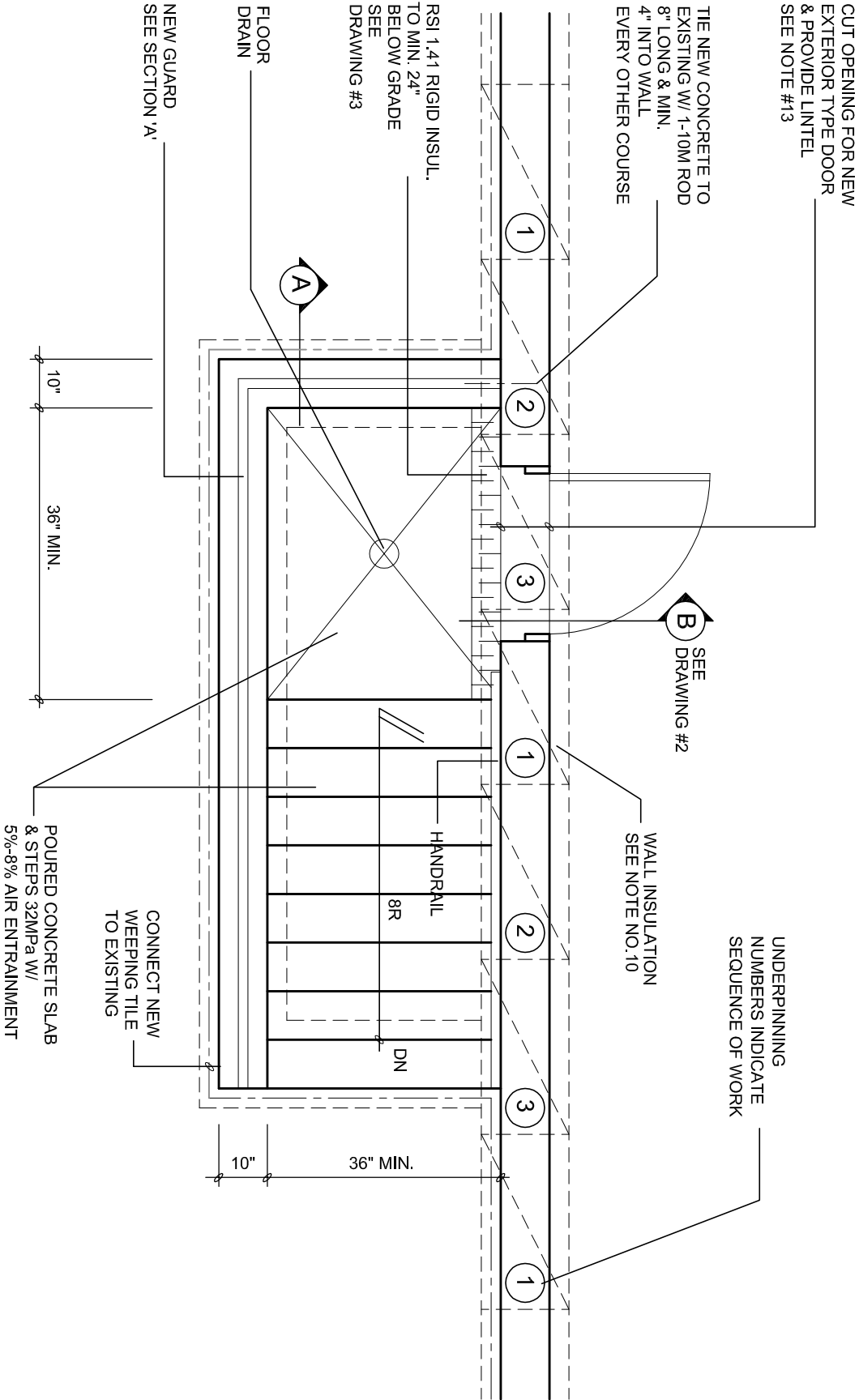
NOTE: ZONING RESTRICTIONS VARY IN BRAMPTON. CONTACT THE CITY OF BRAMPTON
ZONING DEPARTMENT FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS.
SEE <http://www.brampton.ca/zoning>



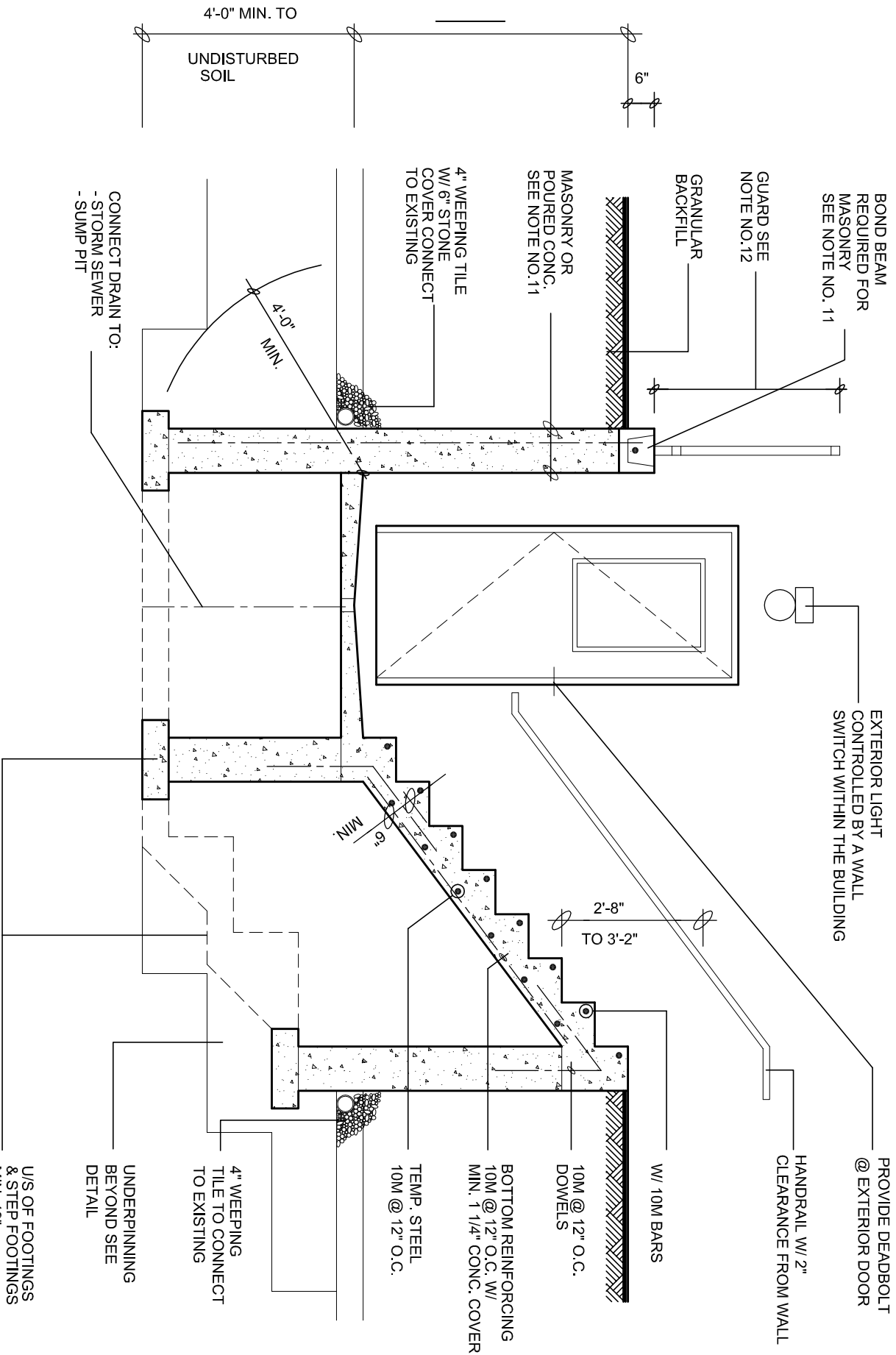
ADDRESS

BRAMPTON, ONTARIO

TITLE
SAMPLE SITE PLAN



PLAN for BELOW GRADE ENTRANCE



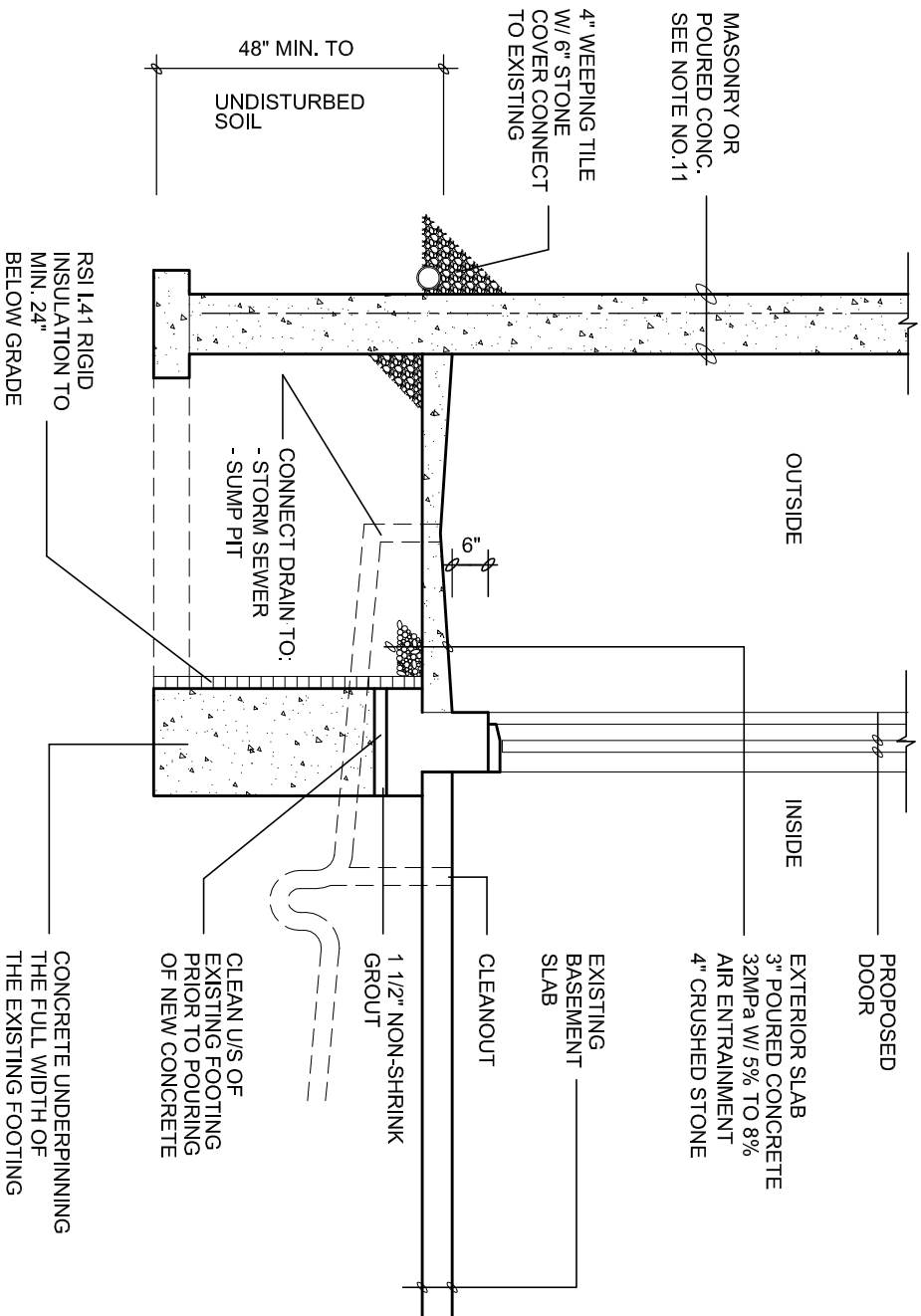
SECTION A for BELOW GRADE ENTRANCE



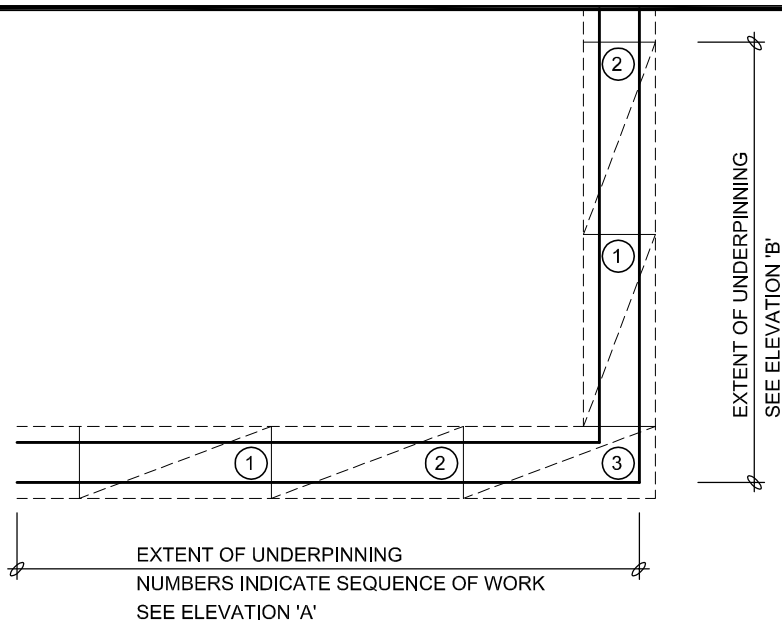
ADDRESS
BRAMPTON, ONTARIO

TITLE
BELOW GRADE ENTRANCE
SECTION @ STAIR

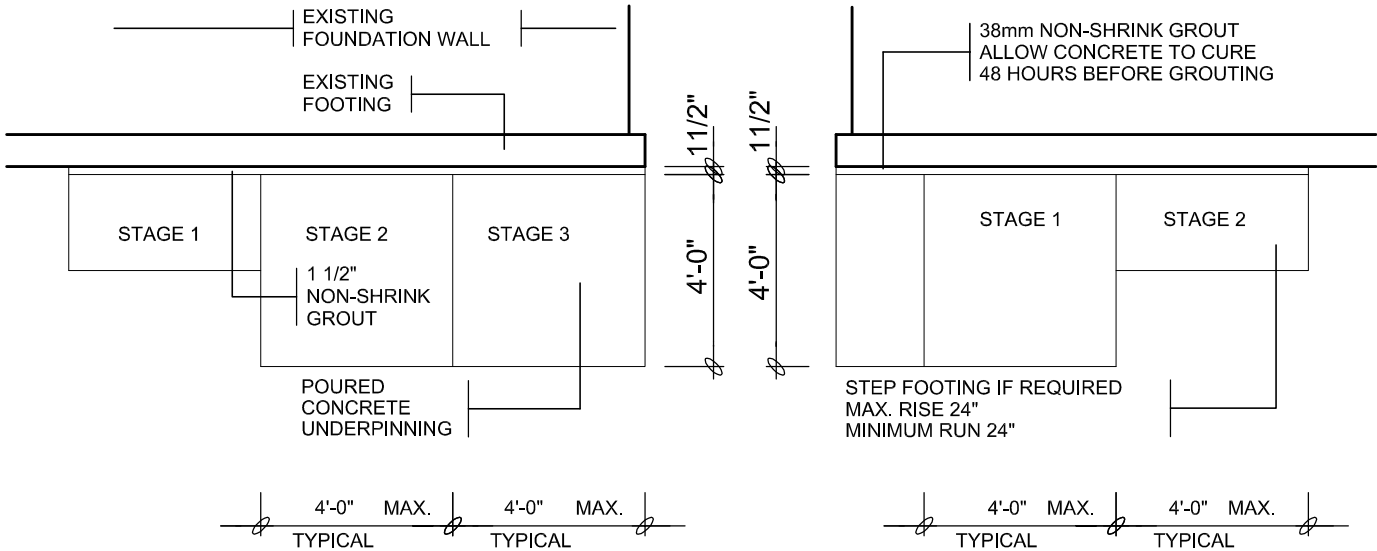
DESIGN BY:
PRINT NAME
SIGNATURE
SCALE:



SECTION B for BELOW GRADE ENTRANCE AT DOOR



UNDERPINNING PLAN



ELEVATION 'A'

ELEVATION 'B'

GENERAL NOTES

- WHERE THE FOUNDATIONS OF A BUILDING ARE TO BE CONSTRUCTED BELOW THE LEVEL OF THE FOOTINGS OF AN ADJACENT BUILDING AND WITHIN THE ANGLE OF REPOSE OF THE SOIL, OR THE UNDERPINNING EXCEEDS 1200mm OF LATERALLY UNSUPPORTED HEIGHT OR THE SOIL IS CLAY OR SILT, THE UNDERPINNING & RELATED CONSTRUCTION SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER.
- EXCAVATION SHALL BE UNDERTAKEN IN A MANNER SO AS TO PREVENT MOVEMENT WHICH WOULD CAUSE DAMAGE TO ADJACENT PROPERTY, STRUCTURES, UTILITIES, ROADS & SIDEWALKS. CONTACT YOUR LOCAL UTILITIES PRIOR TO COMMENCING EXCAVATION.
- MINIMUM CONCRETE STRENGTH FOR UNDERPINNING SHALL BE 15MPa AT 28 DAYS. ALL EXTERIOR CONCRETE SHALL BE 32MPa W/ 5%-8% AIR ENTRAINMENT.
- CONCRETE SHALL BE CURED MINIMUM 48 HOURS BEFORE GROUTING AND PROCEEDING TO THE NEXT STAGE.
- SHORE & BRACE WHERE NECESSARY TO ENSURE THE SAFETY & STABILITY OF THE EXISTING STRUCTURE DURING UNDERPINNING.
- WEEPING TILE IS TO DRAIN TO THE STORM SEWER, DITCH, DRYWELL OR INSTALL COVERED SUMP PIT WITH AN AUTOMATIC PUMP.
- FOOTINGS
18" x 4" POURED CONC. FOOTING
ALL FOOTINGS SHALL REST ON
NATURAL UNDISTURBED SOIL OR
COMPACTED GRANULAR FILL
- CONCRETE
MINIMUM COMPRESSIVE STRENGTH
OF 32MPa @ 28 DAYS W/
5% TO 8% AIR ENTRAINMENT
- EXTERIOR STAIRS
7 7/8" RISE MAXIMUM 4 7/8" MINIMUM
8 1/2" RUN MINIMUM 14" MAXIMUM
9 1/4" TREAD MINIMUM 14" MAXIMUM
- INSULATION
- MIN. RSI 2.11 (R12) INSULATION & VAPOUR
BARRIER ON THE INSIDE FACE OF
THE EXPOSED FOUNDATION WALL
- MIN. RSI 1.41 (R8) INSULATION FOR 600mm
BELOW GRADE AT WALKOUT LANDING
- RETAINING WALL
10" MASONRY OR POURED CONCRETE
W/ NO REINFORCING REQUIRED FOR
WALL HEIGHTS TO A MAX. OF 1200mm
PROVIDE 25M VERTICAL REINFORCEMENT
@ 24" O.C. AND A BOND BEAM
CONTAINING AT LEAST ONE 15M REINFORCEMENT
FOR BACKFILL HEIGHTS TO A MAX. OF 7'-10"
- PRE-ENGINEERED GUARDS
42" HIGH WHERE DISTANCE FROM GRADE
TO BOTTOM OF WALKOUT EXCEEDS 5'-11"
36" FOR LESSER HEIGHTS. MAXIMUM 4"
BETWEEN VERTICAL PICKETS
- LINTELS (FOR MAX. 4'-0" OPENINGS)
 - SOLID MASONRY: 2- 3 1/2 x 3 1/2 x 1/4" ANGLES
 - BRICK VENEER: 1- 3 1/2" x 3 1/2" x 1/4" L + 2- 1 1/2" x 7 1/4"
 - WOOD FRAME/SIDING: 2 - 2"x8"



ADDRESS
BRAMPTON, ONTARIO

TITLE
UNDERPINNING PLAN
& GENERAL NOTES

DESIGN BY:
PRINT NAME
SIGNATURE
SCALE:

The Corporation of the City of Brampton

Zoning Services – Building Division

8850 McLaughlin Road, Unit 1

Brampton, ON L6Y 5T1

Owner(s): _____

Address: _____

Permit Application No.: _____

Re: Below Grade Entrance

I, _____, being the owner of the above noted property, have been made aware of, and understand that, the dwelling at the above noted address **may contain only one residential unit**, in accordance with By-law 270-2004, as amended. I certify that the below grade entrance **will not be used** as a means of egress to an additional residential dwelling unit.

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Signed: _____

Dated: _____