Planning and Development Services
Building Division
8850 McLaughlin Road, Unit 1
Brampton, ON L6Y 5T1

Building Permit Requirements

New / Enlarged Openings

Building Permit Application

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

Required Documents & Plans

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 C : New Entrance Declaration
2. **Set of** plans drawn to scale which must include:
   - Site Plan and Legal Property Survey

     Show the location and dimensions of the existing buildings and proposed wall openings on the site plan and the show dimensions from the proposed openings to the lot lines and existing buildings. A copy of a legal survey must accompany the site plan. (see sample drawings)
   - Provide side views (elevations) for each face of the building in which new openings are proposed and indicate the type of cladding (I.e. brick veneer, vinyl siding etc.)
   - Illustrate the proposed support (lintels) over the new openings
   - Identify the direction and span (length between supports) of the structural members over the new openings for each storey above the new opening
   - Location and size of existing windows
   - For new doors indicate the height between grade and the bottom of the door sill, the height between the landing and the bottom of the door sill, the dimensions of the landing and the direction of the stairs.
3. Permit fee of $326.21 applies to our **Standard 10 Day Permit Application Service**

   Note: An additional fee of $133.61 for each additional opening beyond the first two

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:

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 Gí. 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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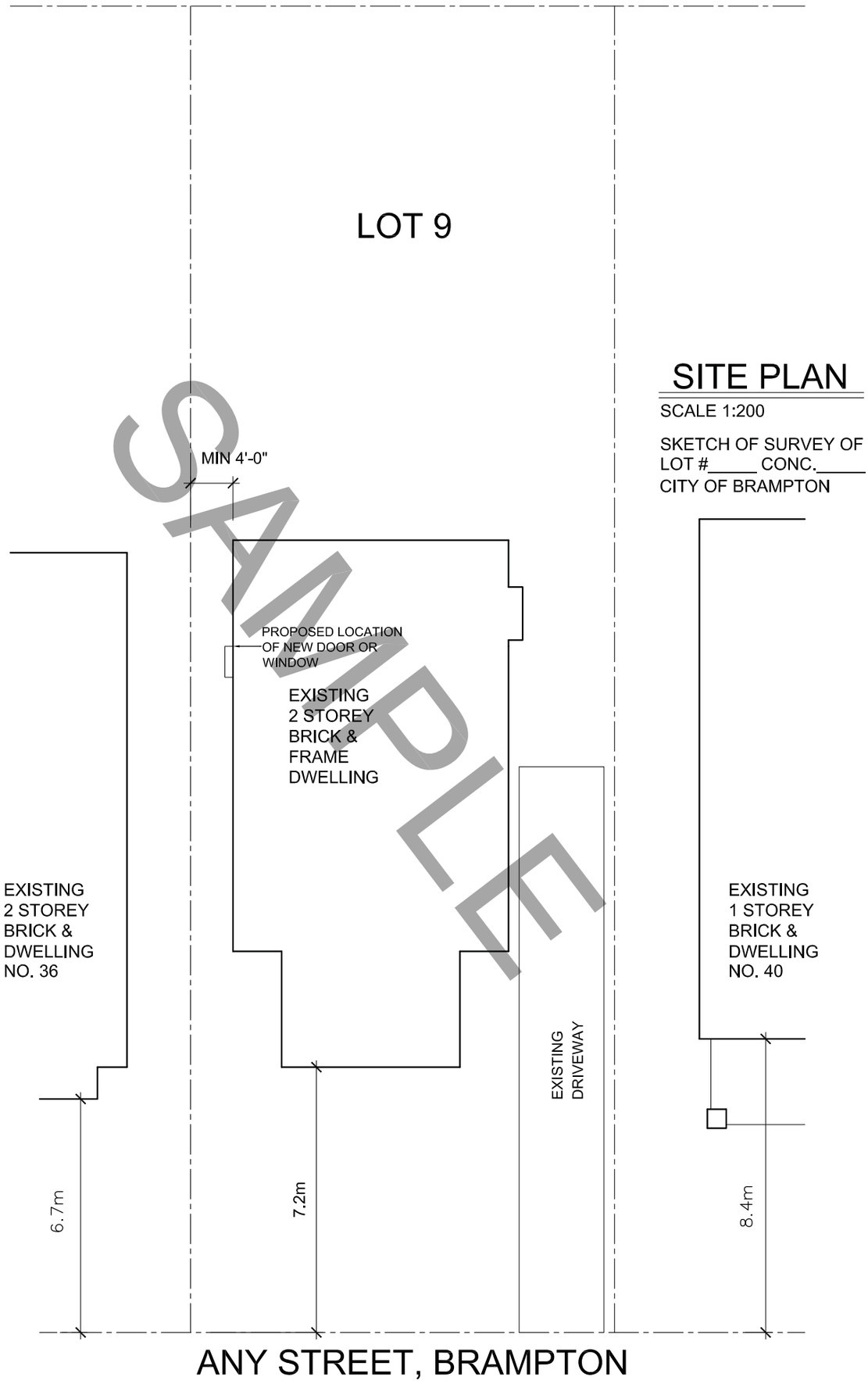
APPLICABLE LAWS (Note: This list provides only the most common approvals)

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.

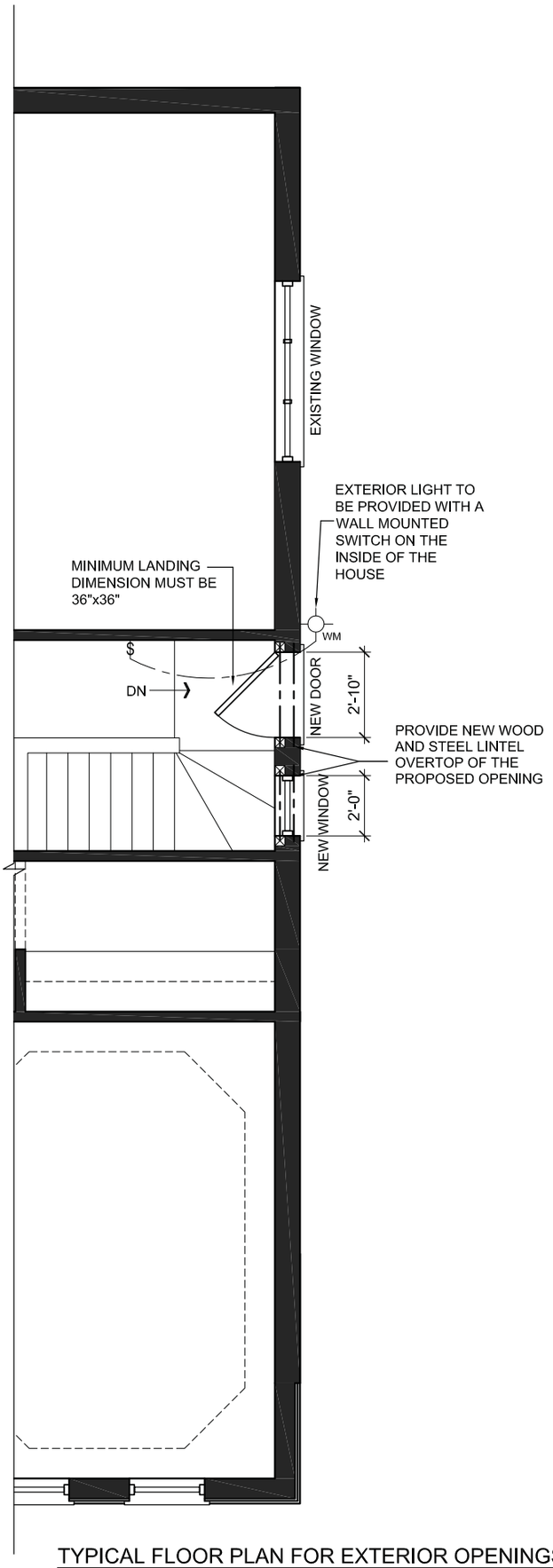
_____ Date _____ Signature



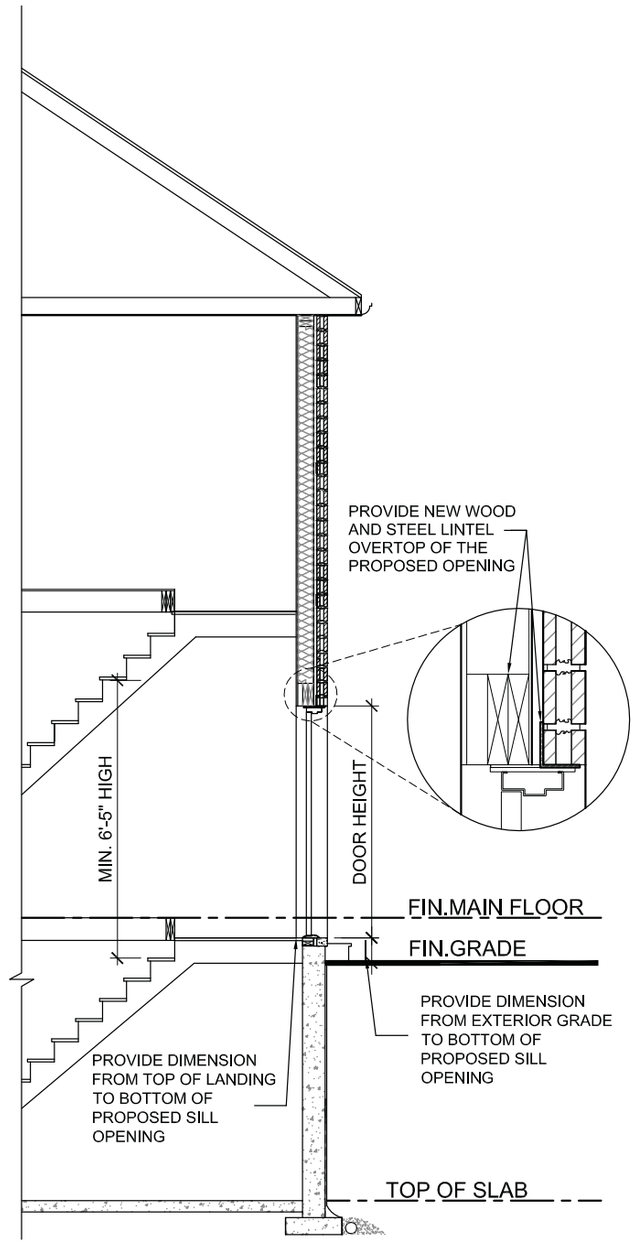
SAMPLE

TITLE OF PLAN:

SAMPLE SITE PLAN FOR EXTERIOR OPENINGS



TYPICAL FLOOR PLAN FOR EXTERIOR OPENINGS



TYPICAL CROSS SECTION FOR EXTERIOR OPENING

ALLOWABLE WINDOW OPENINGS IN EXTERIOR WALLS

WINDOW OPENINGS THAT EXCEED THE MAXIMUM ALLOWABLE AREAS ARE NOT PERMITTED .

HOW TO CALCULATE AREA OF WINDOW OPENING IN EXTERIOR WALLS

THE DISTANCE FROM PROPERTY LINE TO THE DWELLING MUST BE A MINIMUM 4'-0" (1.2m) SETBACK. (WINDOW OPENINGS ARE NOT PERMITTED IN A SIDEYARD WITH LESS THEN A 4'-0 SETBACK)

THE PERCENTAGE OF WINDOW OPENINGS PERMIT IN A 4'-0" (1.2m) SETBACK IS 7%
TO CALCULATE THE WALL AREA, TAKE THE LENGTH OF EXTERIOR WALL AND MULTIPLY IT BY THE HEIGHT OF EXTERIOR WALL

EXAMPLE: WALL AREA 50'-0" LONG x 20'-0" HIGH
= 1000 SQUARE FEET
1000 SQUARE FEET x 7% = 70 SF. OF
MAXIMUM ALLOWABLE WINDOW AREA.

ONCE YOU HAVE DETERMINED THE WALL AREA CALCULATE THE LENGTH AND WIDTH OF EACH WINDOW OPENING TO DETERMINE THE TOTAL WINDOW AREA.

NOTE: IF YOU ARE PROVIDING A DOOR IN A SIDE YARD, GLAZING IN THE DOOR IS PERMITTED AND THAT GLAZING MUST BE INCLUDED IN THE WINDOW AREA CALCULATIONS ILLUSTRATED ABOVE.

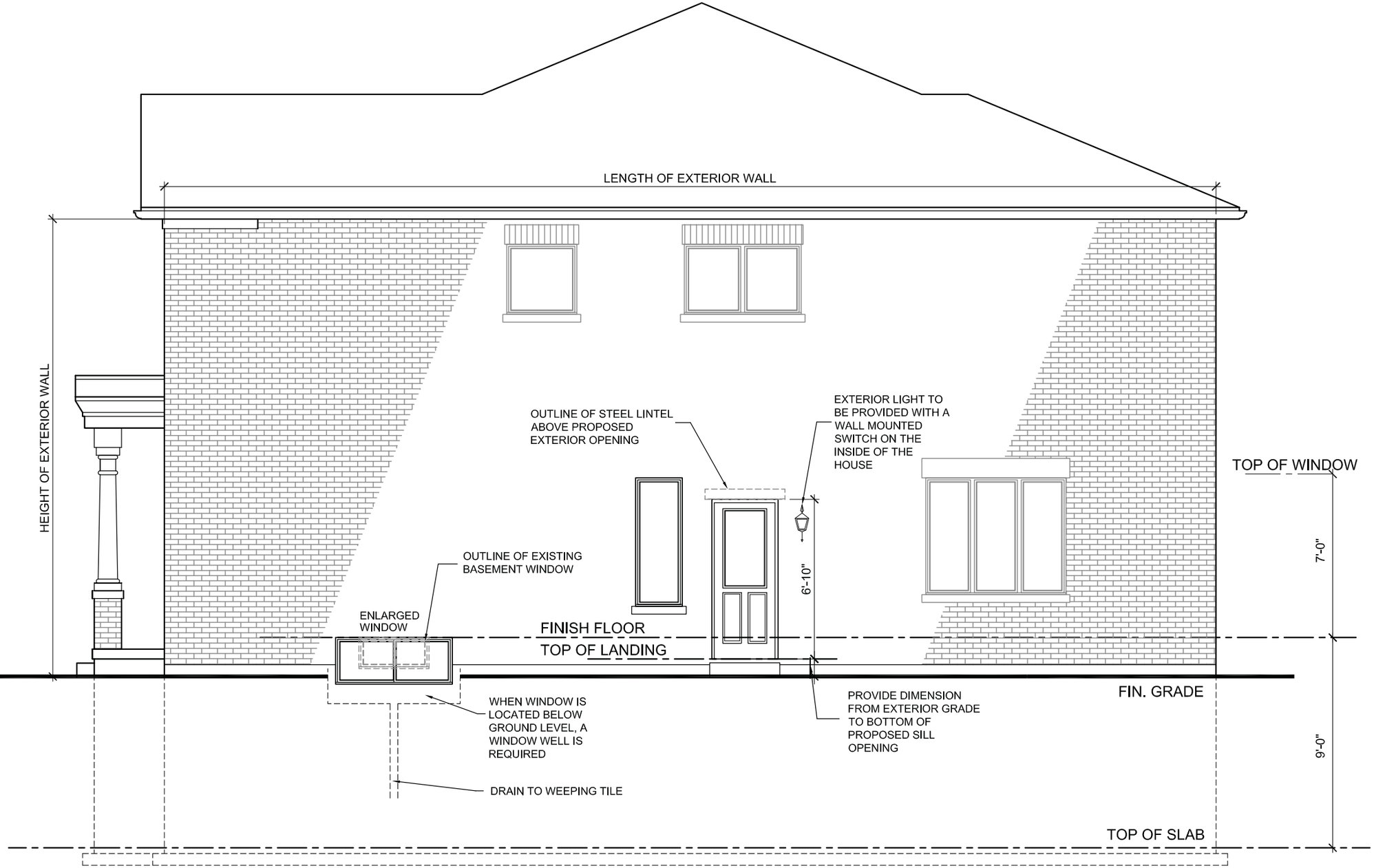
FLOWER CITY BRAMPTON.CA

TITLE OF PLAN:

SAMPLE OF EXTERIOR OPENINGS

TITLE OF PLAN:

SAMPLE OF EXTERIOR OPENINGS



SIDE ELEVATION

Schedule C

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: Above 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 above grade entrance **will not be used** as a means of egress to an additional residential dwelling unit.

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Signed: _____

Dated: _____