Planning, Building & Economic Development
Building Division
8850 McLaughlin Road, Unit 1
Brampton, ON L6Y 5T1

Building Permit Requirements

TWO-UNIT DWELLING REGISTRATION & PERMIT APPLICATION GUIDE

A second unit is a self-contained residential unit located within a house. The unit may be in any part of the house, including the basement. Second units provide an affordable housing option for many people in Brampton.

A second unit is not legal unless it has been registered with the City and any work has been approved and inspected by the City. These policies are intended to make units safe, legal and livable.

This guide explains the process and requirements for submitting an application for registration of a two- unit dwelling and submitting a building permit application for the creation of a second dwelling unit in greater detail.

The Two-Unit Dwelling Registration and Building Permit Application processes are consolidated into a single application stream as described below.

Pre-application Review and Verification of Zoning Compliance

Second units are permitted in detached, semi-detached and townhouse dwellings, subject to zoning requirements and restrictions. In order to be legal, second units must be registered with the City of Brampton.

Under the Zoning By-law, the following conditions apply to second dwelling units:

- Only one second unit is permitted in a two-unit dwelling.
- No additional parking is required for the creation of a second unit. The minimum number of parking spaces required by the General Residential Provisions (Section 10.9) of the Zoning By-law must be maintained on the lot.
- The second unit must be smaller in floor area than the principal unit.
- The entrance to the second unit can be located in the side or rear yard provided there is a 1.2m unobstructed path of travel to the principal entrance located entirely on the subject property. A landing serving a second unit entrance must be less than 0.6m above ground level and is limited to a maximum length and width of 0.9m. Steps shall be provided at the front and rear of the landing.
- Two-unit dwellings are not permitted on lands zoned Open Space, Floodplain or within the area identified as the Downtown Floodplain Regulation Area.

An Application for a Permit must include:

Building permit applications are broken down into 3 major requirements:

- Application Forms
- Construction Drawings
- Fees

All applications must be applied for online at www.brampton.ca/building

Application Forms

1. **Application for a Permit to Construct or Demolish**

   The Application for a Permit to Construct or Demolish is now available online on our Brampton Building Portal: brampton.ca/bbportal. Please ensure you include an email address for both the owner and applicant.

2. **Schedule 1 Designer Form**

   This form is required when someone other than an Architect or Licensed Professional Engineer is taking responsibility for the design of the second dwelling unit. This person would be either:

   - a registered designer with the Building Code Identification Number (BCIN) qualified in House or Small Buildings
   - the homeowner taking legal responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code.

3. **Applicable Law Checklist**
4. **Water Pipe Sizing Data Sheet – Two Dwelling Units**

Construction Drawings

Please Note: A legal survey must be included with the construction drawings. Sample drawings are available here.

The following drawings are required for a Change of Use, Two-Unit Dwelling:

1. **Legal Survey**
2. **Fully Dimensioned Site Plan** – Sample Drawing A101
3. **Existing Floor Layouts** – Sample Drawings A102, with designated use of each room or space within the building
4. **Proposed Floor Layouts** – Sample Drawings A103 to A105 (basement), A106 (main floor) and A107 (2nd floor),
    - Determine which egress option applies, (refer to sample drawings)
    - Label use of each space, dimensions, ceiling height
    - Show window and door location and sizes
    - Show fire separations
    - Clearly differentiate 'existing' and 'proposed' construction in the floor layout
    - Show location of all heating supply outlets and return air grills, exhaust air intakes and the location of duct-type smoke detectors, within the air handling system serving the entire building
    - Show location of plumbing fixtures
    - Show electrical lighting, control switches and outlets, interconnected smoke alarms and, when required, the location of battery powered emergency lighting units within common means of egress
5. **Elevations showing Second Unit Entrance and Egress/Exit Windows** – Sample Drawings A201 and A202
6. **Sections and Wall/Ceiling/Fire Separation Construction Details including fire rated door assemblies** – Sample A301 and A303
7. **Construction Details of Egress and Escape Windows** – Sample Drawings A401
8. **Plumbing Schematic Layout** – Sample P101, P102 – Plumbing schematic drawing with pipe size, location of water meter, proposed sprinkler heads and control valves, including shut off valves to isolate each dwelling unit are for reference only and need not be included with the permit application.

All drawings must be submitted electronically and drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. All walls must be drawn as double lines (accurately showing wall thickness), and drawings must clearly differentiate between existing and proposed construction. Every page of the drawings shall include the project address and the following designer information:

Homeowner design	- printed name of homeowner, signature and date
Qualified BCIN design	- printed name, individual/firm (if applicable) BCIN numbers, signature and date
Architect or Professionally Engineered design	- Architect's or Professional Engineer's seal with a signature and date

***Due to the complexity involved in designing and constructing a Two-Unit Dwelling in compliance with the Building Code we HIGHLY recommend that a qualified designer prepare the application drawings.**

Registration Permit Fees

At the time of submission of the application, registration payment due is **$200.00** and the permit fee due is **$1186.24**.

Building Permit Issuance

1. Once your application is approved your permit will be issued. Your permit is not issued until you have paid the outstanding permit fees.
2. Where an existing water service must be upgraded to meet the increased demand to the house, a connection approval from the municipal water supply to the property line is required. Contact the Region of Peel, Engineering Development Services at siteplanservicing@peelregion.ca for information and arrangements for the new water connection.
3. Note regarding sample drawings: The sample drawings do not cover all of the requirements for accessory apartments. The person taking responsibility for the design should refer to the 2012 Ontario Building Code for a detailed listing of all requirements. The most current Building Code is available at e-Laws - Ontario Building Code.
4. Construction must be carried out in accordance with the approved permit drawings, including any required changes that are identified through the application review process.
5. The approved permit drawings and documents must be kept on site at all times during construction and must be available during inspections. Electronic copies are sufficient.

Inspection Requirements

1. You must submit online to arrange for all required inspections. The required inspections will be indicated on the inspection list provided with the issuance of the permit. Inspections are booked by visiting www.brampton.ca/inspections

   Typical Second Dwelling Unit inspections can include (depending on the scope of work):

   - Underground Plumbing
   - Above Ground Plumbing
   - Framing
   - Insulation & Air Barrier
   - HVAC Rough-in
   - Occupancy Building, HVAC, Plumbing
   - Final Building, HVAC, Plumbing
2. Following the successful completion of all required inspections, an Occupancy Permit for the second unit will be issued. Occupancy must be granted to complete the Final Registration of your two-unit dwelling.
3. Where construction has previously taken place without a building permit the work may be required to be uncovered so that the inspector can verify compliance with the building code in accordance with the Building Code Act and the inspector’s duty of care.

Final Registration

As of March 3, 2025, you will no longer be required to email your Electrical Safety Authority (ESA) certificate to Twounit.zoning@brampton.ca to finalize the registration process for your Additional Residential Unit (ARU). This will simplify the registration process for customers as the final registration certificate will be issued at the same time as occupancy is granted for an ARU permit. The City will be proactively notifying the Electrical Safety Authority on a regular basis about all new ARUs in Brampton.

For more information, contact:

Building Division
Phone: 905-874-2401 or 311
Email: Twounit.Zoning@brampton.ca

Find information online at www.brampton.ca/EN/residents/Building-Permits/second-dwelling

To check the status of your permit online, visit maps1.brampton.ca/mybrampton

To book an appointment to visit the Building Division, visit www.brampton.ca/skiptheline

To book inspections, visit www.brampton.ca/inspections