SUPPORTIVE HOUSING RESIDENCE PROCESS CHART

Interest in opening a Supportive Housing Residence

Contact Sponsoring Agency to verify interest in funding a Supportive Housing Residence under your care.

Contact the City of Brampton for information on guidelines and regulations. The City of Brampton requires all Supportive Housing Residencies to be registered with the City prior to opening.

Obtain letter from the Ministry of Children, Community, and Social Services or Retirement Home Regulatory Authority verifying that they will be licensing the type of Supportive Housing Residence you will be operating (Type 1 or Type 2).

Prior to purchasing the property for your Supportive Housing Residence, contact the Zoning Department at ZoningInquiries@brampton.ca to verify:

- That the zoning permits a Supportive Housing Residence Type 1 or Type 2.

Proponent acquires Property for the Supportive Housing Residence and Submit an Application for Registration to the Planning, Building and Economic Development Department.

Building Permit/Change of Use application submitted/obtained by Supportive Housing Operator or Organization.

Provide the City with the following information along with your application:

- $100 registration fee
- Letter outlining the programming of the Supportive Housing Residence; and
- Letter from the approving provincial ministry (i.e. Ministry of Children, Community, and social Services or Retirement Home Regulatory Authority or Ministry of Health, etc.) verifying they will be licensing the Supportive Housing Residence type you are proposing to operate.

The Supportive Housing Residence Operator is encouraged to meet with and inform the area Ward Councillor about the proposed Supportive Housing Residence (Type 1 or Type 2).

The Supportive Housing Residence Operator provides the following:

- A fire inspection confirming the property meets fire regulations ***(dated within 3 months of application form submittal)***
- A property standard inspection confirming that the property meets the minimum property standards ***(dated within 3 months of application form submittal)***
- A copy of the business registration and a certificate of insurance (1 million liability)
- A copy of the license from the appropriate Provincial Ministry
- Three copies of the floor plans showing the uses in the house
- Application must follow the Registration By-law 254-2021

Letter sent to the Ministry verifying that the Supportive Housing Residence has met all City requirements and that the City is ready to register the Supportive Housing Residence Type 1 or Type 2.

Supportive Housing Residence is registered