

# Building Permit Requirements

## Basement Finish

### 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"
- Schedule 1: Designer Information
- Applicable Law Checklist
- Schedule "A" – Basement Finish Declaration

**2. Two sets of plans drawn to scale which must include:**

- title of plan and scale (eg. 1/4" = 1')
- overall dimensions and the dimensions of each room and space
- use of each room and space
- location and size of existing and proposed windows
- construction details for proposed construction including material, size and spacing (walls, doors and ceilings)
- location of plumbing fixtures; note whether fixtures are existing or new
- location of smoke alarms(s)
- show the location of existing supply air registers and return air grilles and new supply air registers and return air grilles
- show location of an exhaust fan for the bathroom if the bathroom is not provided with an openable window
- a three way wall switch located at the head and foot of the stairway to control at least one lighting outlet with fixture must be provided and designated on the plan; indicate whether the switch is new or existing

Note:	Minimum <b>required</b> window area	
	Living and Dining Room	Bedrooms
House less than 5 yrs. old	10% of room area	5% of room area
House more 5 yrs. old	5% of room area	2.5% of room area

\*\* A basement recreation room does not require a window.

**3. Permit fee of \$297.67 applies to our Standard 10 Day Permit Application Service**

**Note:** For addition of new windows or above grade exterior doors add \$121.92 each

This application is not be to used for a second unit dwelling. Different codes apply for second dwelling units.

## 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.

**Permits**  
Tel. 905-874-2401

**Book Inspections**  
[www.brampton.ca/inspections](http://www.brampton.ca/inspections)

**Zoning Services**  
[ZoningInquiries@brampton.ca](mailto:ZoningInquiries@brampton.ca)

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*.

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: <b><u>THE CORPORATION OF THE CITY OF BRAMPTON</u></b> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building	Current use of building		
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner   or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

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

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
<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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="margin-top: 20px;"> <span style="float: left; width: 30%; border-bottom: 1px solid black; display: inline-block;"></span> <span style="float: right; width: 65%; border-bottom: 1px solid black; display: inline-block;"></span> </p> <p style="margin-top: 5px;"> <span style="float: left; width: 30%; text-align: center;">Date</span> <span style="float: right; width: 65%; text-align: center;">Signature of Designer</span> </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.

**CITY OF BRAMPTON - BUILDING DIVISION**

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

Permit Application No.  _____	Project 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

**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 s.28 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		
<b>Other:</b>				

**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

**FOR OFFICE USE ONLY**

**CHECK LIST**

MY DESIGN INCLUDES:

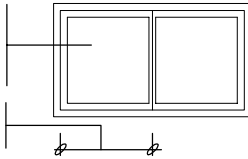
- 1 OVER ALL DIMENSION OF EACH ROOM AND SPACE
- 2 USE OF EACH ROOM AND SPACE
- 3 LOCATION AND SIZE OF EXISTING AND PROPOSED WINDOWS
- 4 LOCATION AND SIZE OF ALL DOORS
- 5 CONSTRUCTION DETAILS (see notes below)
- 6 LOCATION OF PLUMBING FIXTURES
- 7 LOCATION OF SMOKE ALARM AND CARBON MONOXIDE DETECTOR
- 8 LOCATION OF EXISTING AND PROPOSED SUPPLY AIR AND NEW RETURN AIR REGISTERS
- 9 EXHAUST FAN IN BATHROOM
- 10 3 WAY SWITCH AT TOP AND BOTTOM OF STAIRS
- 11 BEDROOM AND OTHER WINDOW REQUIREMENTS

**NOTE:**

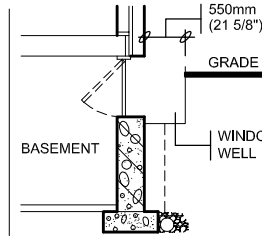
FOR ALL ELECTRICAL PERMITS AND INSPECTIONS CONTACT THE ELECTRICAL SAFETY AUTHORITY AT 1 877 372 7233

MINIMUM AREA OF UNOBSTRUCTED OPENING NOT LESS THAN 0.35m<sup>2</sup> (3.8 sq.ft.)

380mm (15") OR MORE FOR OPENABLE PORTION OF WINDOW



EMERGENCY WINDOW



WINDOW WELL FOR EMERGENCY WINDOW

**WINDOW WELL REQUIREMENTS (FOR WINDOWS BELOW GRADE)**  
 THE WINDOW OPENING MUST HAVE A MINIMUM OF 22" IN FRONT OF THE WINDOW TO THE WINDOW WELL.  
 WHEN THE WINDOW OPENS INTO THE WINDOW WELL YOU MUST HAVE A MINIMUM OF 22" FROM THE SASH TO THE WINDOW WELL.  
 NOTE: THE WINDOW WELL SHALL DRAIN TO THE WEEPING TILE

**MINIMUM WINDOW AREA**

WHEN YOU HAVE A BEDROOM IN THE BASEMENT, YOU MUST PROVIDE A MINIMUM AMOUNT OF WINDOW AREA, BASED ON THE FOLLOWING:

**BEDROOMS:**

HOUSES LESS THAN 5 YEARS OLD, 5% OF THE ROOM AREA MUST BE THE MINIMUM AMOUNT OF WINDOW AREA.  
 HOUSES MORE THEN 5 YEARS OLD, 2.5% OF THE ROOM AREA MUST BE THE MINIMUM AMOUNT OF WINDOW AREA.

FOR EXAMPLE:

A BEDROOM 11'-0"x11'-0"x 5.0% =6.05 sqft. OF WINDOW AREA.  
 A BEDROOM 11'-0"x11'-0"x 2.5% =3.02 sqft. OF WINDOW AREA.

THE TOTAL WINDOW AREA CAN BE ONE OR MORE WINDOWS. A WINDOW IS NOT REQUIRED IN A LAUNDRY ROOM AND RECREATION AREAS IN A BASEMENT.

**EMERGENCY WINDOW REQUIREMENTS:**

EXCEPT WHERE A DOOR ON THE SAME FLOOR LEVEL AS THE BEDROOM PROVIDES DIRECT ACCESS TO THE EXTERIOR THE WINDOW SHALL BE:  
 a) OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS  
 b) PROVIDE AN UNOBSTRUCTED OPEN PORTION HAVING A MINIMUM AREA OF 3.8sqft. WITH NO DIMENSION LESS THAN 15INCHES AND,  
 c) MAINTAINS THE OPENING WITHOUT THE NEED FOR ADDITIONAL SUPPORT.

**FRAMING A NEW WINDOW**

ATTENTION HOMEOWNERS:  
 THE FRAMING DETAIL PROVIDED IS FOR A CONVENTIONALLY FRAMED FLOOR SYSTEM ONLY.  
 FOR AN ENGINEERED FLOOR SYSTEM CONSULT WITH A PROFESSIONAL ENGINEER.

**CONSTRUCTION DETAILS**

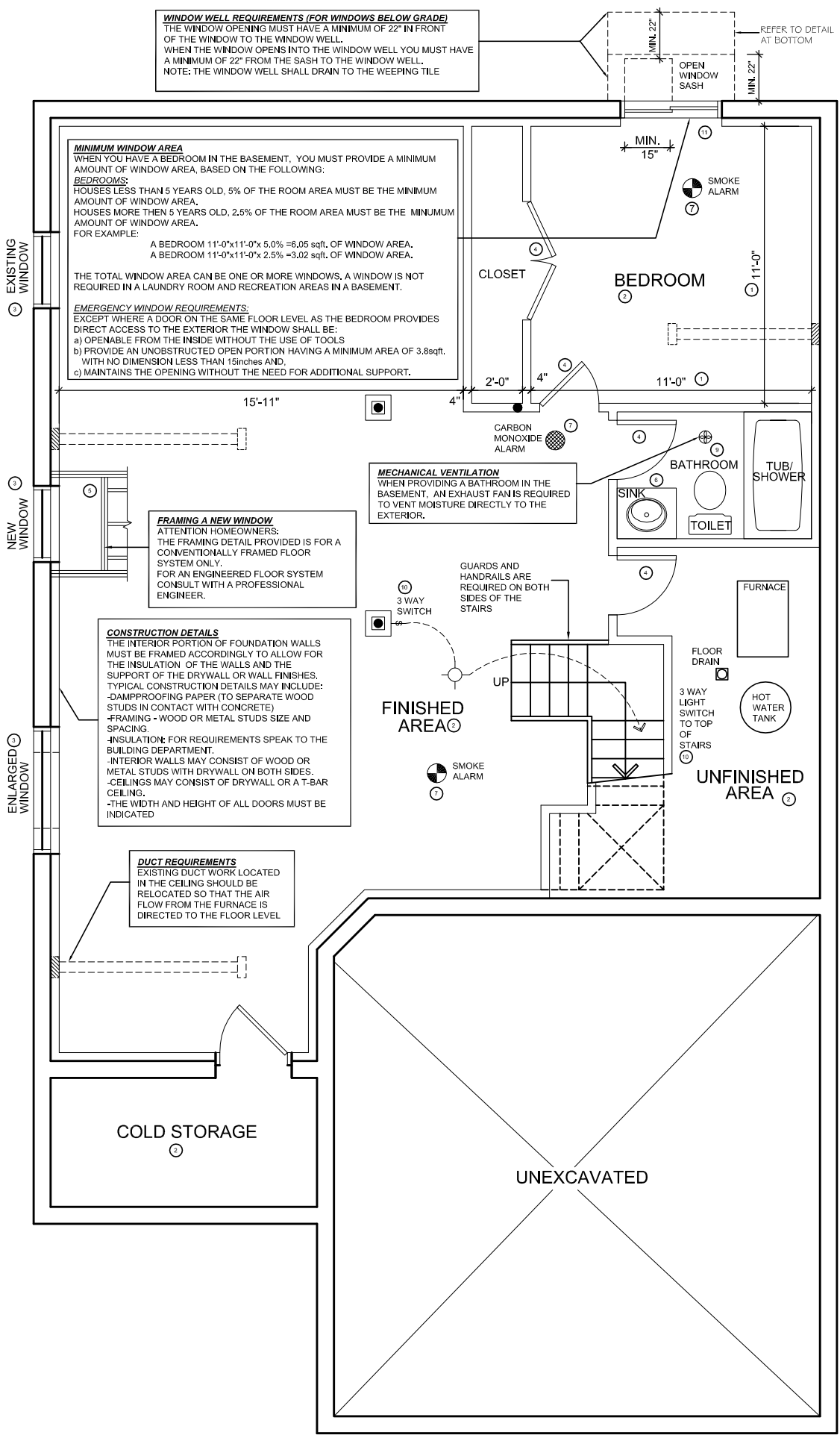
THE INTERIOR PORTION OF FOUNDATION WALLS MUST BE FRAMED ACCORDINGLY TO ALLOW FOR THE INSULATION OF THE WALLS AND THE SUPPORT OF THE DRYWALL OR WALL FINISHES. TYPICAL CONSTRUCTION DETAILS MAY INCLUDE:  
 -DAMP-PROOFING PAPER (TO SEPARATE WOOD STUDS IN CONTACT WITH CONCRETE)  
 -FRAMING - WOOD OR METAL STUDS SIZE AND SPACING.  
 -INSULATION: FOR REQUIREMENTS SPEAK TO THE BUILDING DEPARTMENT.  
 -INTERIOR WALLS MAY CONSIST OF WOOD OR METAL STUDS WITH DRYWALL ON BOTH SIDES.  
 -CEILINGS MAY CONSIST OF DRYWALL OR A T-BAR CEILING.  
 -THE WIDTH AND HEIGHT OF ALL DOORS MUST BE INDICATED

**DUCT REQUIREMENTS**

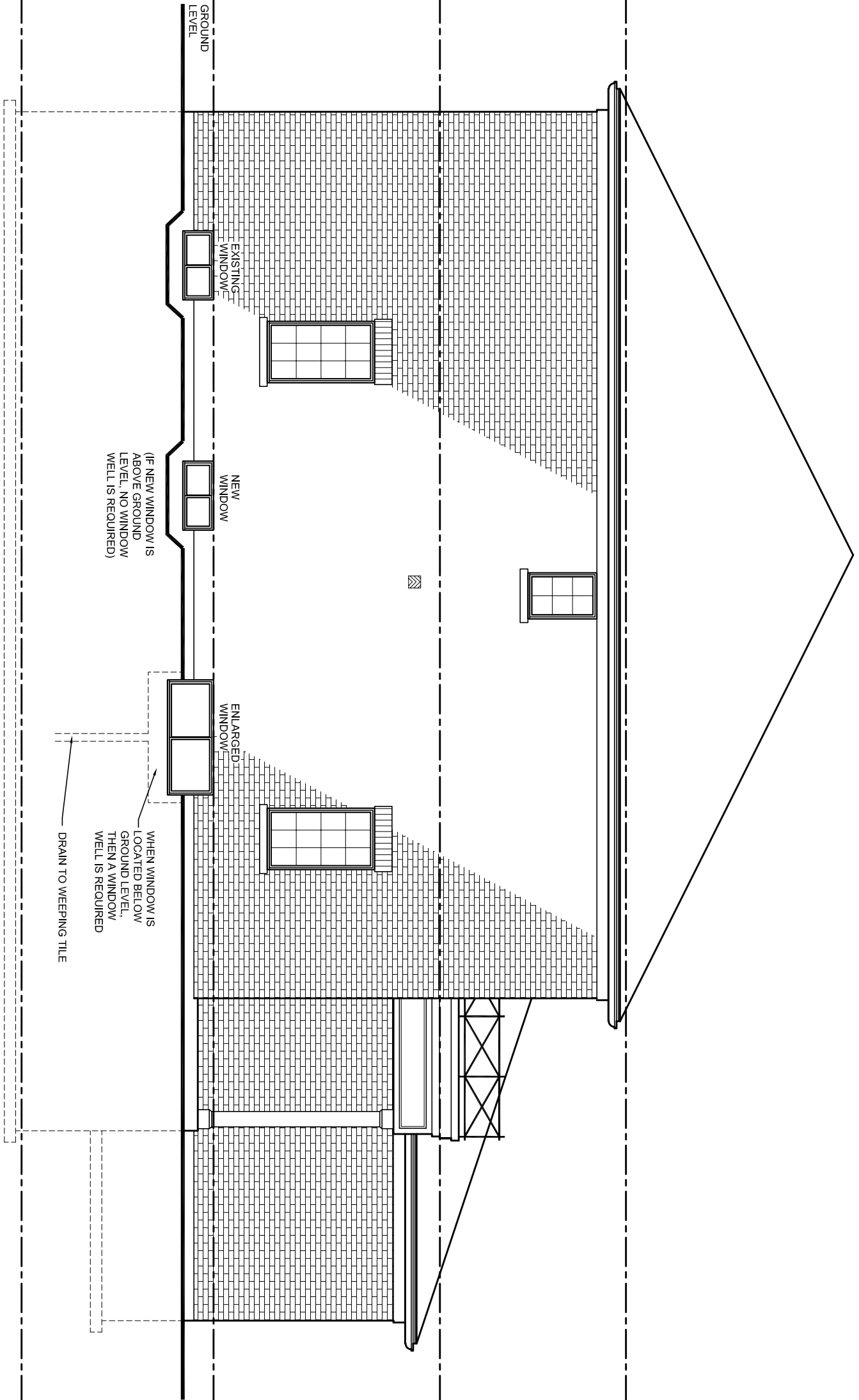
EXISTING DUCT WORK LOCATED IN THE CEILING SHOULD BE RELOCATED SO THAT THE AIR FLOW FROM THE FURNACE IS DIRECTED TO THE FLOOR LEVEL

**MECHANICAL VENTILATION**  
 WHEN PROVIDING A BATHROOM IN THE BASEMENT, AN EXHAUST FAN IS REQUIRED TO VENT MOISTURE DIRECTLY TO THE EXTERIOR.

GUARDS AND HANDRAILS ARE REQUIRED ON BOTH SIDES OF THE STAIRS



SIDE ELEVATION - SAMPLE DRAWING



**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: Basement Finish**

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 finished basement **will not be used** as either a separate dwelling or an independent residential unit.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_