

Industrial, Commercial & Institutional Electronic Submission of Permit Applications

How to apply online:

1. Go to www.brampton.ca/Building
2. Complete the online form
3. Upload application forms and drawings

What information is required?

1. Online Form
 - Applicant name
 - Applicant address
 - Applicant phone number
 - Applicant email address
 - Project location (the address where the construction is proposed)
 - Description of Work

2. Online application for Industrial and Commercial should be limited to the following types of applications only:
 - Back Flow Prevention Devices
 - Commercial Cooking Equipment
 - Classroom Relocation
 - Unit Finish Permits for units in a multi-tenant plaza
 - Interior Alterations with no change of use
 - Solar Collectors
 - Exterior Façade Changes (including canopies)
 - Demolition
 - Engineered Spray Booth
 - Temporary Tents
 - Accessory Structures

The table below describes the required documentation for each attachment type. For further details of what's required [click here](#).

Required Attachments	
Attachment Type Online	Documents Required
Permit Application Package	<u>Forms Required:</u> Permit to Construct or Demolish Applicable Law Checklist Schedule 1: Designer Information (if applicable) Commitment to Provide General Review (if applicable) Letter of Use (if applicable)
Site Plan	<u>Must Include:</u> Site Plan or Key Plan Legal Property Survey (if applicable)
Architectural Drawings	Architectural Plans and details
HVAC Calculations (if applicable)	HVAC Calculations and Drawings



Submission Requirements:

1. Documents are required to be submitted as a unprotected PDFs
2. Only one file can be attached in each attachment field
3. Maximum individual file size for upload is 50 MB (Note: Large file sizes may take a longer time to upload)
4. Please upload your "Required Attachments" with the following naming convention:
"Attachment Type"_"Project Location Address"
 - i.e. Permit Application Package_1 Main St Site
Plan_1 Main St
Architectural Drawings_1 Main St
Plumbing Drawings_1 Main St HVAC
Calculations_1 Main St
5. Special characters in the file name, such as (&,.%*#@!"'?:/'), will cause the file upload to fail



What happens after I submit my application?

1. The Building Division will pre-screen your application to determine if all of the necessary information has been included to deem the application complete.
2. You will be advised by email if your application is incomplete and asked to resubmit by starting the process from the beginning.
3. If your application is accepted, you will receive an e-mail with secured payment link to pay for your permit deposit fee. If you choose not to pay online, you may schedule an appointment to visit our office at the following link: [Skip the Line Appointment Booking](#). Please pick the '**Contractor/Designer**' option. It is mandatory that you provide your reference number noted above at the time of payment.
4. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws.
5. During the review process you may be contacted by email to provide further information.
6. Once the review is completed, you will be contacted if any additional fees are owing.
7. When your permit fees are paid in full your permit will be issued.