

Small Business Permit Service

Building Permit Requirements

For a Unit Finish or Interior Alteration

Industrial, Commercial or Institutional Occupancies

The following checklist and attached sample drawings have been provided to assist in assembling the documents that will be necessary in order to apply for a building permit. The sample drawings are a generalization of the information that is required for a unit finish or interior alteration and may not cover all of the information needed for every type of application. The permit application drawings must be prepared by a qualified designer.

Once your application for permit has been received, you will be assigned one plans examiner to coordinate and oversee your application throughout the process. If you require assistance prior to submitting your application please contact a small business permit expert at 905-874-2449 to arrange a meeting. **Please allow minimum of 20 business days for the review of your application, additional time may be required if there are Zoning or Building Code compliance issues related to your submission.**

Zoning – Permitted Use

Please check with Zoning Services in advance to ensure that your proposed business is a permitted use in the building.

Building Permit Application

The following documents are required at the time of submission of your application. Incomplete applications **cannot** be accepted.

1. COMPLETED APPLICATION FORMS.

- Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Applicable Law Checklist
- General Review Commitment Certificate where required
- Permission to Construct form
- Detailed Letter of Use describing the nature of the operation or business, the number of employees and the occupant load for assembly type uses (restaurant, clubs, etc.). Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage

2. TWO (2) COMPLETE SETS OF PLANS AND SPECIFICATIONS COMPLETED BY A QUALIFIED DESIGNER (sample drawings attached)

All plans must be drawn to a specified scale.

- **Key Plan**
 - indicate the suite, unit or project area in relation to the rest of the building
 - provide the use or occupancy of adjacent units
- **Architectural Plans**
 - provide room and space dimensions
 - clearly identify the use of all rooms and spaces as well as the adjacent tenant occupancies
 - identify existing and new construction
 - provide construction details and specifications for proposed construction including all fire-rated assemblies
 - identify the construction detail and fire resistance rating of both new and existing demising walls
- **Structural Plans**
 - provide design criteria, construction details and specifications for all proposed structural modifications
- **Mechanical Plans**
 - HVAC**
 - provide distribution system plan including unit location and specification, duct sizes and volume, damper and fire stop flap locations
 - provide 2 copies of load calculations
 - Plumbing**
 - indicate existing and proposed fixtures
 - specify required clearances of fixtures
 - where new fixtures are proposed provide a sanitary drain layout and pipe size
 - Sprinkler**
 - provide sprinkler layout (and hydraulic calculations where applicable) in conformance with NFPA 13
 - Electrical**
 - show the location of all required exit signs and emergency lights
 - where a fire alarm system is required provide fire alarm drawings conforming to CAN/ULC S524-M
 - mag locks and hold open devices require submission of technical information on devices and tie into fire alarm system
- Commercial cooking facilities must be equipped with an exhaust system and fire suppression system designed in compliance with NFPA 96
- Restaurants must be provided with a climate controlled garbage facility within the building

3. BUILDING PERMIT FEE

- The building permit fee is based on the service index for the classification of the work proposed and the floor area in m² of the work involved (Fee = Service Index X Area)
- Refer to Building By-law 387-2006 for Fee Schedule

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

1. The applicant will be contacted by telephone upon completion of the review and advised of any outstanding issues or permit fees.
2. Where a permit is to be issued to 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.
3. X-ray Facilities – provide a copy of plans approved by Ministry of Health (or/ Ministry of Labour for Veterinary Clinics)

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: <u>THE CORPORATION OF THE CITY OF BRAMPTON</u> (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 ²)	
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

E. Builder (optional)				
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	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
G. Required Schedules				
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.				
H. Completeness and compliance with applicable law				
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
I. Declaration of applicant				
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.

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]			
<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			
D. Declaration of Designer			
<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"> 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. <p style="margin-top: 20px;"> </p> <p style="display: flex; justify-content: space-between; width: 100%;"> Date Signature of Designer </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.



Building Division
 8850 McLaughlin Rd.
 Brampton
building.inquiries@brampton.ca
 Fax. (905) 874-2499

COMMITMENT TO PROVIDE GENERAL REVIEW

Pursuant to OBC DIVISION C - Part 1 Subsection 1.2.2.

PROJECT INFORMATION

PROJECT DESCRIPTION	
PROJECT LOCATION	# _____ Street _____ Unit/Suite _____
PROPERTY OWNER	Name: _____
	Address: _____ # _____ Street _____ Unit/Suite _____ City _____
	e-mail address: _____
	If the Owner is a corporation provide the authorized corporate contact name and contact information: Name: _____
	Address: _____ # _____ Street _____ Unit/Suite _____ City _____
	e-mail address: _____ Telephone: _____

COMMITMENT TO PROVIDE GENERAL REVIEW

Consultant Name: _____

Company: _____

Address: _____
_____ Street _____ Unit/suite _____ City _____ Postal Code _____

e-mail address: _____ Telephone : _____ Fax: _____

- The undersigned architect or professional engineer warrants that I have been retained by the Owner and/or authorized agent named on this document to provide general review of the construction of the building referenced to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers of Ontario (PEO);
- All general review reports by the architect or professional engineer will be forwarded promptly to the attention of the applicable Inspector at: inspections.scheduling@brampton.ca
- Should I cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately.

Professional Discipline	ARCHITECTURAL	STRUCTURAL	MECHANICAL HVAC	MECHANICAL PLUMBING
	MECHANICAL- CIVIL	ELECTRICAL	SITE SERVICES	OTHER (SPECIFY): _____

DESCRIBE THE SCOPE OF WORK FOR WHICH GENERAL REVIEW IS BEING PROVIDED

Signature: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY

PERMIT APPLICATION # _____

Review By: (Bldg) _____ BCIN# _____ Date: _____

(Plmbg) _____

(HVAC) _____

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		
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

FOR OFFICE USE ONLY

NOTICE OF PERMISSION TO CONSTRUCT

Where acquisition of the building permit and the proposed construction are being undertaken by other than the owner, this form shall be completed and returned to the Building Division prior to the issuance of a permit. In the case of a unit in a condominium where work proposed affects the common elements of the building, permission to construct is required from the Condominium Corporation.

Date: _____

To: The Chief Building Official,
City of Brampton, Building Division
8850 McLaughlin Road, Unit 1
Brampton, ON L6Y 5T1

Telephone #905-874-2401

Fax# 905-874-2499

Re: Building Permit Application # _____

Unit Finish **Interior Alteration** **Other (describe)** _____

Location: _____
_____ Street _____ Unit / Suite _____

Owner of Property: _____

Name of Business: _____

This will confirm the consent of the property owner for the tenant / occupant or unit owner to acquire the necessary permits and to complete the proposed construction at the above noted location.

Yours truly,

Property Owner

(Signature) (Title) (Phone)

(Print Name) (Email)

or

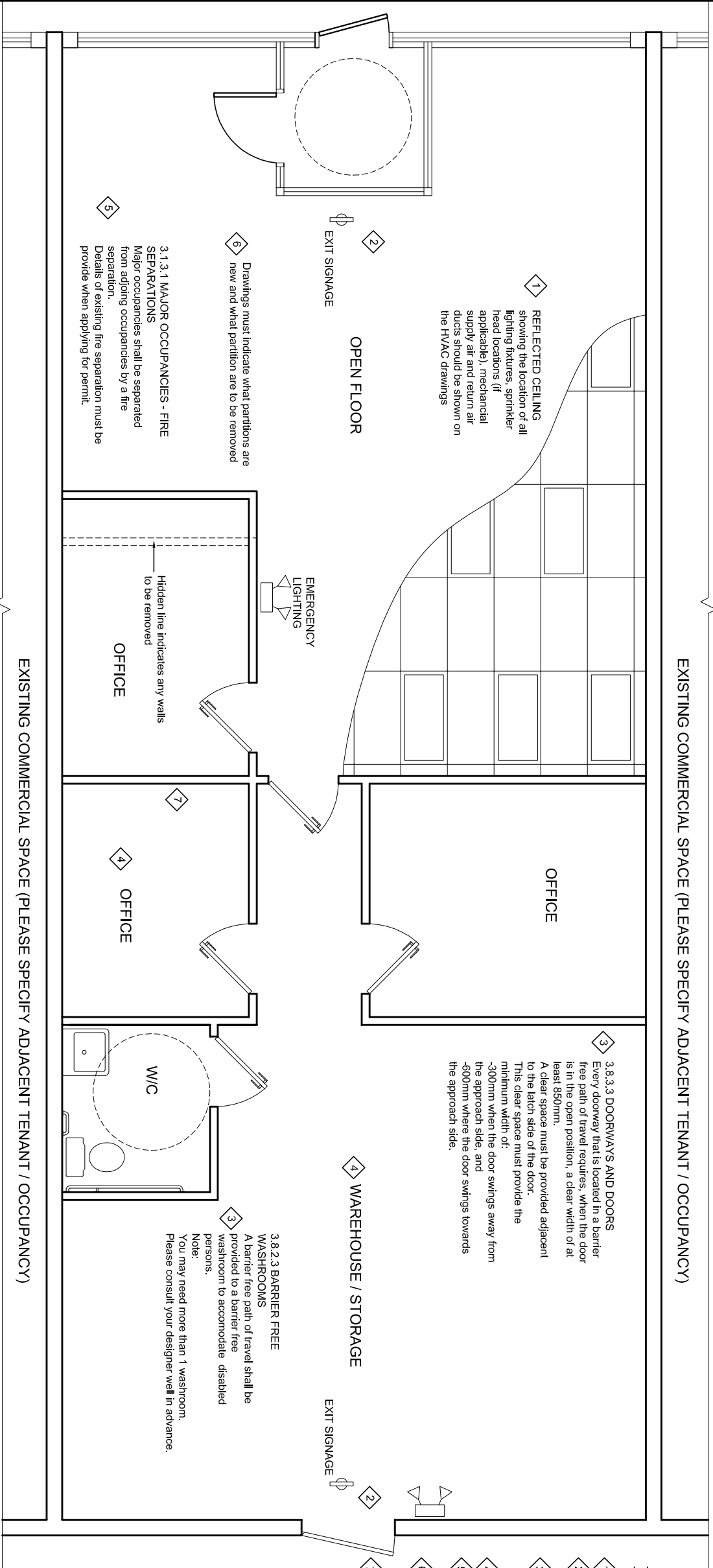
Condominium Corporation

(Signature) (Title) (Phone)

(Print Name) (Email)

EXISTING COMMERCIAL SPACE (PLEASE SPECIFY ADJACENT TENANT / OCCUPANCY)

EXISTING COMMERCIAL SPACE (PLEASE SPECIFY ADJACENT TENANT / OCCUPANCY)



1 REFLECTED CEILING
showing the location of all lighting fixtures, sprinkler head locations (if applicable), mechanical supply air and return air ducts should be shown on the HVAC drawings

2 EXIT SIGNAGE
OPEN FLOOR

6 Drawings must indicate what partitions are new and what partition are to be removed

5 3.1.3.1 MAJOR OCCUPANCIES - FIRE SEPARATIONS
Major occupancies shall be separated from adjoining occupancies by a fire separation.
Details of existing fire separation must be provide when applying for permit.

Hidden line indicates any walls to be removed

OFFICE

4 OFFICE

3 3.8.3.3 DOORWAYS AND DOORS
Every doorway that is located in a barrier free path of travel requires, when the door is in the open position, a clear width of at least 850mm.
A clear space must be provided adjacent to the latch side of the door.
This clear space must provide the minimum width of:
-300mm when the door swings away from the approach side, and
-400mm where the door swings towards the approach side.

4 WAREHOUSE / STORAGE

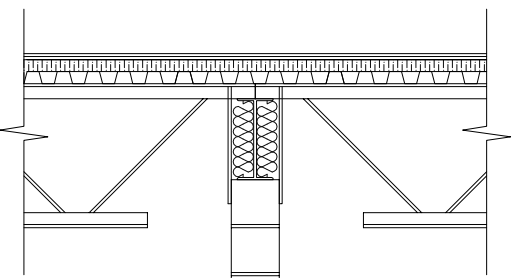
3 3.8.2.3 BARRIER FREE WASHROOMS
A barrier free path of travel shall be provided to a barrier free washroom to accommodate disabled persons.
Note:
You may need more than 1 washroom.
Please consult your designer well in advance.

W/C

2 EXIT SIGNAGE

- THINGS FOR YOUR DESIGNER TO SHOW ON YOUR PLANS
- 1 REFLECTED CEILING PLAN
 - 2 IDENTIFY EXISTING AND PROPOSE EMERGENCY LIGHTING AND EXIT SIGNS EXIT DOORS
 - 3 BARRIER FREE ACCESSIBILITY
- PATH OF TRAVEL
- WASHROOMS
 - 4 IDENTIFY ALL OCCUPANCIES AND USES
 - 5 CONSTRUCTION OF SEPARATIONS, EXISTING AND PROPOSED
 - 6 IDENTIFY EXISTING PARTITIONS TO BE REMOVED AND CONSTRUCTION OF PROPOSED PARTITIONS
 - 7 PROVIDE FRAMING DETAILS
- SIZE AND SPACING OF STUDS
- INDICATE STEEL OR WOOD FRAMING
- PROVIDE FINISHES
- GYPSUM WALL BOARD
- PROVIDE WALL HEIGHT AND ANCHORAGE DETAILS

NOTE: ALL PLANS MUST BE DRAWN TO SCALE AND MUST BE FULLY DIMENSIONED



5 FIRE SEPARATIONS BETWEEN SUITES AND OCCUPANCIES
EXISTING WALL BETWEEN UNITS MUST BE VERIFIED BY YOUR DESIGNER
- DETAILS OF EXISTING WALL OR PROPOSED CONSTRUCTION

N.T.S.

N.T.S.

* DECLARATION OR SEAL OF THE DESIGNER IS REQUIRED ON EACH DRAWING SUBMITTED FOR PERMIT

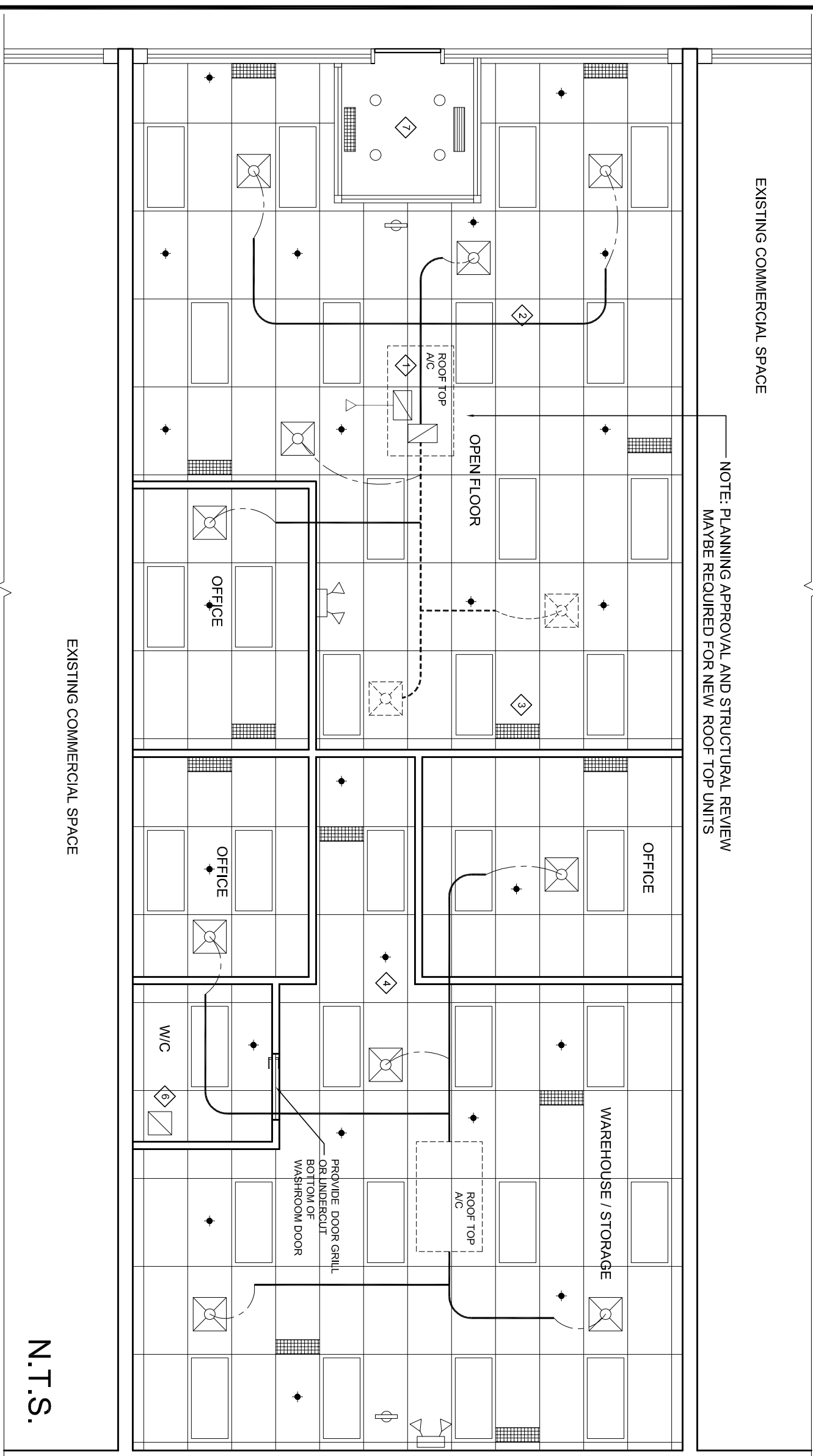


TITLE OF PLAN:

SAMPLE FLOOR PLAN LAYOUT

THE TITLE BLOCK SHOULD HAVE THE FOLLOWING INFORMATION

- TENANT NAME
- ADDRESS AND UNIT NUMBER
- SCALE AND SHEET NUMBER



EXISTING COMMERCIAL SPACE

NOTE: PLANNING APPROVAL AND STRUCTURAL REVIEW
MAYBE REQUIRED FOR NEW ROOF TOP UNITS

EXISTING COMMERCIAL SPACE

N.T.S.

THINGS FOR YOUR DESIGNER
TO SHOW ON YOUR PLANS

- 1 LOCATION OF ANY ROOF TOP UNITS (HW INFO FOR HEATING OUTPUT AND COOLING OUTPUT)
- 2 SUPPLY AIR DUCTS
- 3 RETURN AIR DUCTS / GRILLS
- 4 LOCATION OF ANY SPRINKLER HEADS (EXISTING AND NEW) IF APPLICABLE
- 5 HEAT LOSS / GAIN CALCULATION (UNIT FIN. / CHANGE OF USE)
- 6 EXHAUST FAN TO BE SHOWN ON WASHROOM
- 7 SHOW HEATING FOR VESTIBULE

LEGEND

- PROPOSED NEW SUPPLY AIR (S/A)
- EXISTING SUPPLY AIR (S/A) TO STAY
- EXISTING DUCT WORK
- PROPOSED NEW DUCT WORK
- MAIN R/A OPEN-END DUCT
- EXISTING SUPPLY AIR RELOCATED

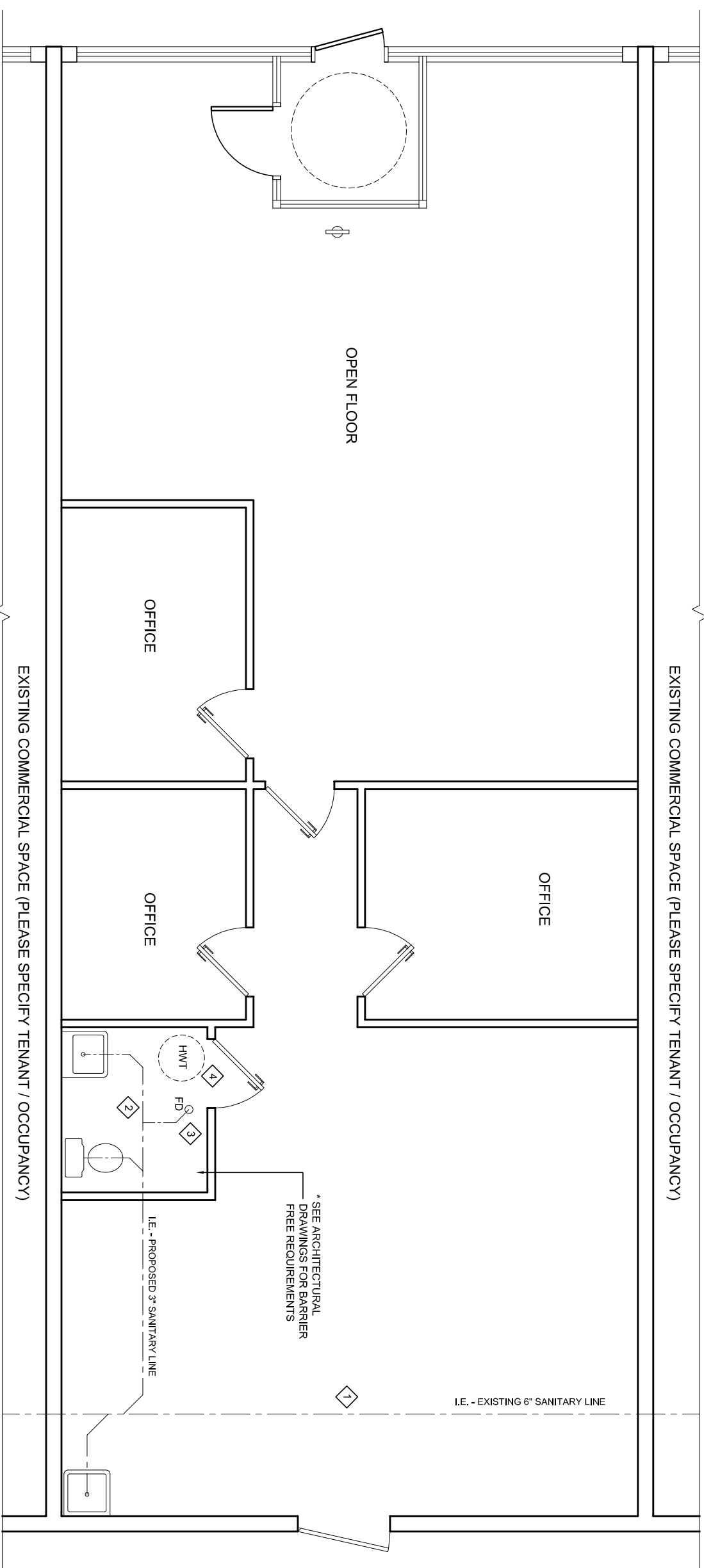
* DECLARATION OR SEAL OF THE DESIGNER IS REQUIRED ON EACH DRAWING SUBMITTED FOR PERMIT



TITLE OF PLAN:

SAMPLE HVAC LAYOUT

THE TITLE BLOCK SHOULD HAVE THE FOLLOWING INFORMATION
 - TENANT NAME
 - ADDRESS AND UNIT NUMBER
 - SCALE AND SHEET NUMBER



EXISTING COMMERCIAL SPACE (PLEASE SPECIFY TENANT / OCCUPANCY)

EXISTING COMMERCIAL SPACE (PLEASE SPECIFY TENANT / OCCUPANCY)

N.T.S.

- THINGS FOR YOUR DESIGNER TO SHOW ON YOUR PLANS
- 1 SHOW LOCATION OF MAIN SANITARY LINE AND THE SIZE
 - 2 SHOW CONNECTION OF THE PLUMBING FIXTURES TO THE MAIN SANITARY LINE AND INDICATE THE SIZE OF CONNECTION
 - 3 SHOW THE LOCATION OF THE HOT WATER TANK
 - 4 SHOW THE LOCATION OF THE FLOOR DRAIN AND THE CONNECTION

*SEE ARCHITECTURAL DRAWINGS FOR BARRIER FREE REQUIREMENTS

I.E. - PROPOSED 3" SANITARY LINE

I.E. - EXISTING 6" SANITARY LINE

THE TITLE BLOCK SHOULD HAVE THE FOLLOWING INFORMATION
 - TENANT NAME
 - ADDRESS AND UNIT NUMBER
 - SCALE AND SHEET NUMBER

TITLE OF PLAN:

SAMPLE PLUMBING LAYOUT



* DECLARATION OR SEAL OF THE DESIGNER IS REQUIRED ON EACH DRAWING SUBMITTED FOR PERMIT