

## Building Permit Requirements

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# Unit Finish or Interior Alteration Industrial, Commercial or Institutional Occupancies

### Building Permit Application

The following is required at submission. 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
- 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

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
  - 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 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 m<sup>2</sup> 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: <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="border-bottom: 1px solid black; display: inline-block; width: 200px;"></span> <span style="border-bottom: 1px solid black; display: inline-block; width: 500px;"></span> </p> <p style="display: flex; justify-content: space-between; width: 100%;"> <span>Date</span> <span>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.



Building Division  
 8850 McLaughlin Rd.  
 Brampton  
[building.inquiries@brampton.ca](mailto: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

<b>PROJECT DESCRIPTION</b>	
<b>PROJECT LOCATION</b>	# _____ Street _____ Unit/Suite _____
<b>PROPERTY OWNER</b>	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](mailto: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.

<b>Professional Discipline</b>	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		
<b>Other:</b>				

**APPLICANT'S DECLARATION**

I, \_\_\_\_\_ (print name) certify that the applicable laws designated on the above noted chart are, to the best of my 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)