

Building Permit Requirements

Change of Use (Under Section 10 of Building Code Act)

NOTE TO APPLICANTS: Please check with the Zoning Plans Examiner of the Building Division to determine whether the proposed change of use is permitted in accordance with the City of Brampton, Zoning By-law, prior to submitting a building permit application.

Building Permit Application

- The applicant must retain a professional designer to assess the existing premises and to prepare the plans.
- Even though no construction may be proposed, upgrading of one or more of the following areas may be required –
 - demising wall fire separations
 - exits
 - door hardware
 - provision of washroom facilities and fixtures
 - HVAC system (ventilation)
 - exit signs and emergency lighting
 - a fire alarm system may be required

An Application for a Permit must include:

1. **Completed building permit application** consisting of:
 - Application form "Permit to Construct or Demolish"
 - Schedule 1: Designer Information
 - Applicable Law Checklist
2. **Letter of Use** – describing the operation or program, in detail, the number of employees and the occupant load as well as any special circumstances which may affect the design of the space.
3. **Two (2) complete sets of plans** including:
 - **KEY PLAN / SITE PLAN** – indicating the property lines, internal roads, parking, the building, designating clearly the project area and the occupancies of any adjacent units (a separate site plan and key plan or a combined site plan/key plan may be provided).
 - **ARCHITECTURAL PLAN(S)** – provide overall room and space dimensions; identify clearly the use of all rooms and spaces; designate existing and proposed construction; provide construction details for all proposed construction and fire separations.
 - **STRUCTURAL PLANS** – prepared by a structural engineer for structural modifications required as a result of a change of use or new construction.
 - **MECHANICAL PLANS** – 1. HVAC – provide 1 copy of load calculations and 2 copies of the distribution system designed by a professional engineer; where no changes are proposed the adequacy of existing systems must be assessed by a professional engineer and a written report submitted. 2. PLUMBING – where changes are proposed or additional plumbing is required a drain plan must be provided. 3. SPRINKLER – a sprinkler plan must be provided where any changes to the existing room or space layout are proposed.
 - **ELECTRICAL PLANS** – provide the location of all required exit signs and emergency lights. If the building is equipped with a fire alarm system. A complete layout must be provided, designed by an electrical engineer.
 - **OTHER**
 - 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 room within the building
4. **Permit Fees:**
 - Change of Use \$113.36 per hour of review.
 - Minimum 4 hours (\$453.44).

Building Permit Issuance

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

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.

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, _____ (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)