

Building Permit Requirements

Below Grade Entrance

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

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 B : Below Grade Entrance Declaration

2. Two (2) copies of plans and specifications drawn to scale which must include:

- legal property survey and a site plan – showing the location and actual dimensions of the proposed entrance
- plan view – show location and size of entrance, stair and landing dimensions, drain location, handrail and guard location (if required)
- section – show footing and foundation location, size and construction detail, details of stair construction, door location and size, size of lintel(s) required over door, location of exterior light and light switch, guard height and construction detail
- underpinning – where the depth of the proposed entrance causes the existing foundation to have less than 4’0” of frost coverage the foundation must be extended to provide the minimum 4’0” frost protection. Note the area which must be extended on the section drawing and show, by drawing or specification, how the underpinning of the foundation is to be constructed
- basement area and drain plan – a floor plan of the basement and construction details are required if any alteration to the interior is proposed. Provide details of drain connection to storm sewer, or sump pit.

3. Permit fee of \$307.49 applies to our **Standard 10 Day Permit Application Service**

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.

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			
I _____ declare that (choose one as appropriate):			
(print name)			
<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.			
Individual BCIN: _____			
Firm BCIN: _____			
<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.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
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.			
_____		_____	
Date		Signature of Designer	

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		
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

LOT 8

LOT 9

LOT 10

14.6m

1.8m

1.2m

7.9m

3.0m

2.4m

3.5m

5.5m

SITE PLAN

SCALE 1:200

SKETCH OF SURVEY OF
LOT # _____ CONC. _____
CITY OF BRAMPTON

PROPOSED
BELOW GRADE
ENTRANCE

EXISTING
1 STOREY
BRICK &
FRAME
DWELLING
NO. 38

15.1m

EXISTING
2 STOREY
BRICK &
DWELLING
NO. 36

EXISTING
1 STOREY
BRICK &
DWELLING
NO. 40

SAMPLE

EXISTING
DRIVEWAY

6.7m

7.6m

8.4m

ANY STREET, BRAMPTON

NOTE: ZONING RESTRICTIONS VARY IN BRAMPTON. CONTACT THE CITY OF BRAMPTON ZONING DEPARTMENT FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS.
SEE <http://www.brampton.ca/zoning>



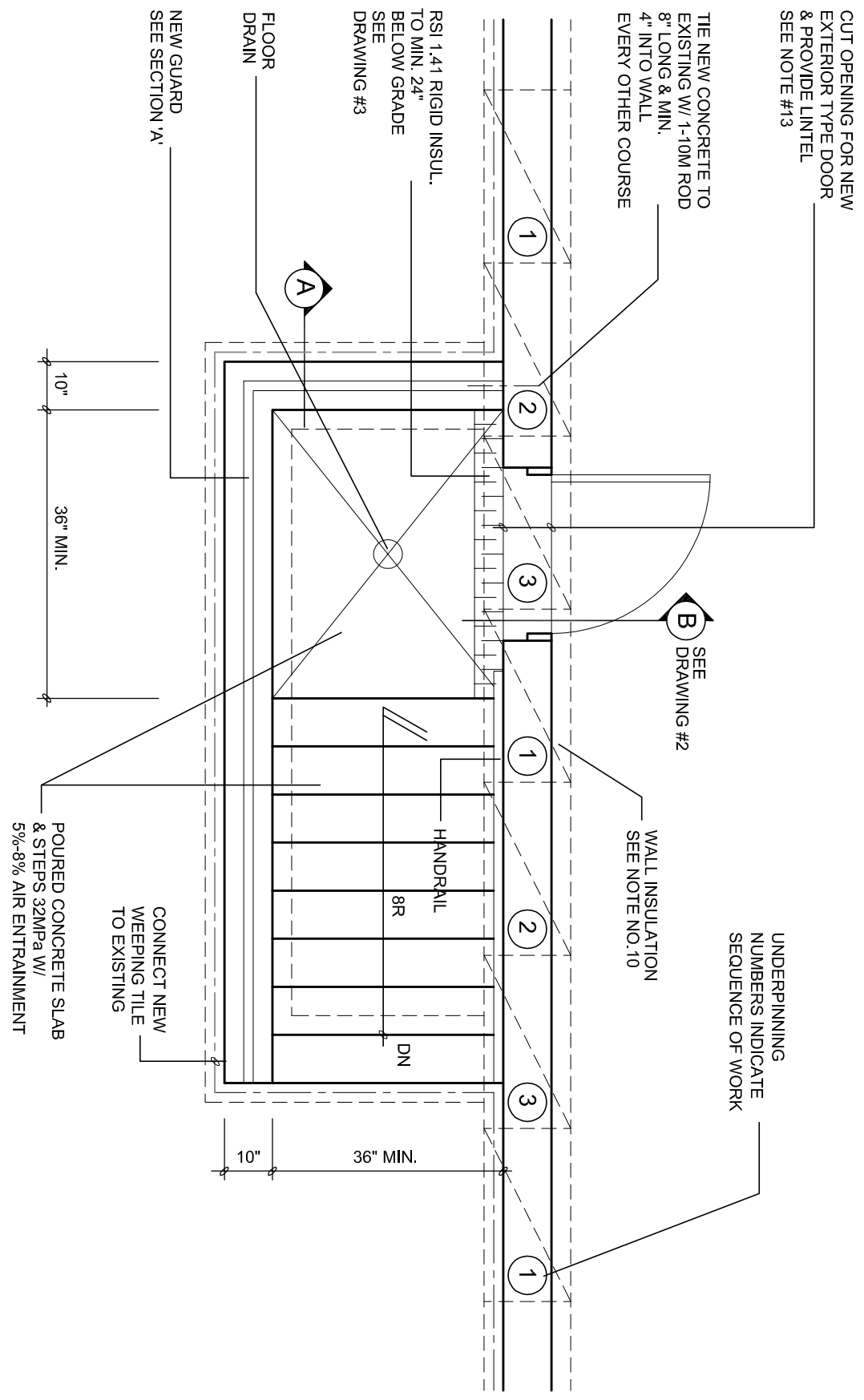
ADDRESS

BRAMPTON, ONTARIO

TITLE

SAMPLE SITE PLAN

PLAN for BELOW GRADE ENTRANCE



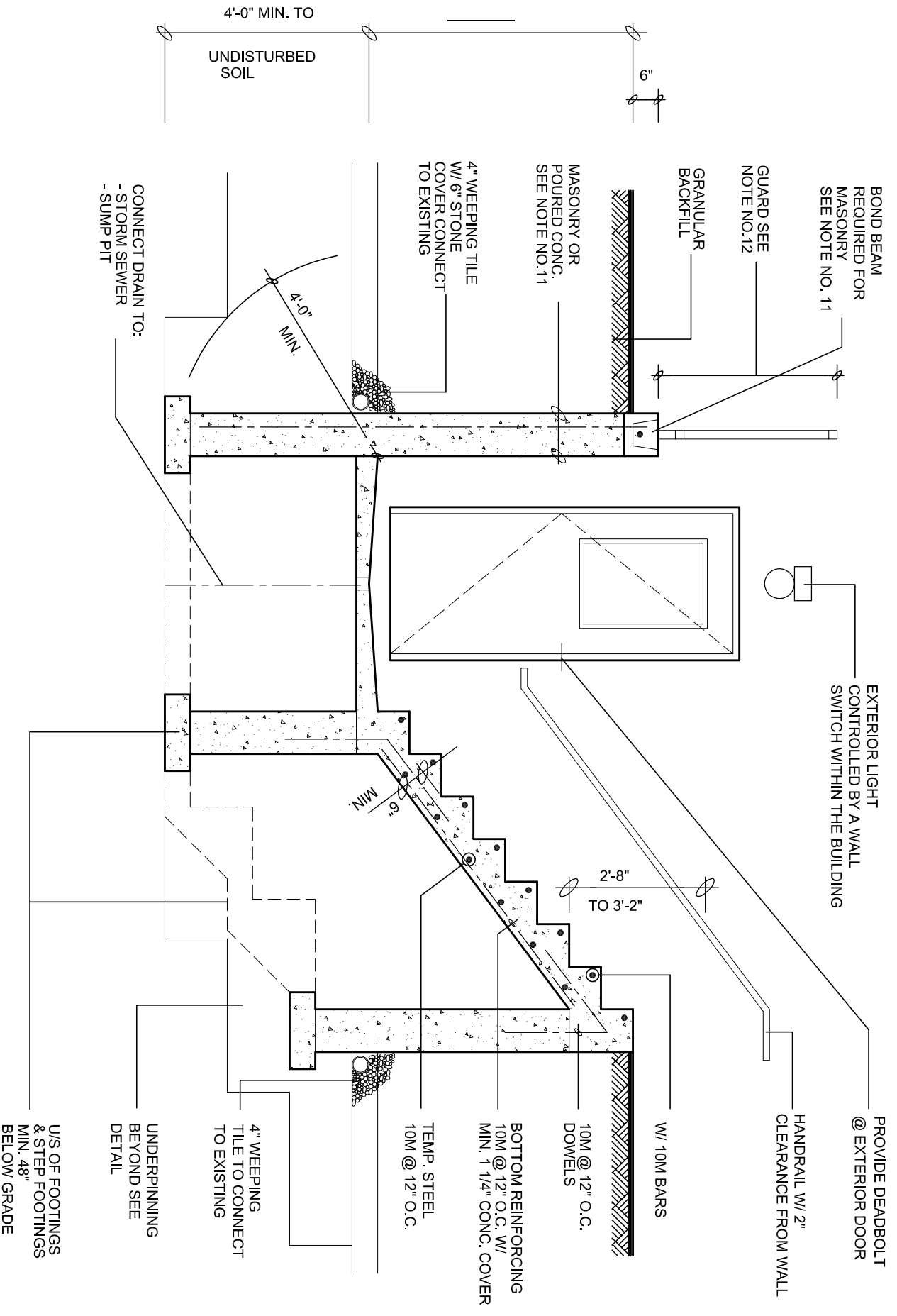
ADDRESS

 BRAMPTON, ONTARIO

TITLE
BELOW GRADE ENTRANCE PLAN

DESIGN BY:
 PRINT NAME _____
 SIGNATURE _____
 SCALE:

SECTION A for BELOW GRADE ENTRANCE

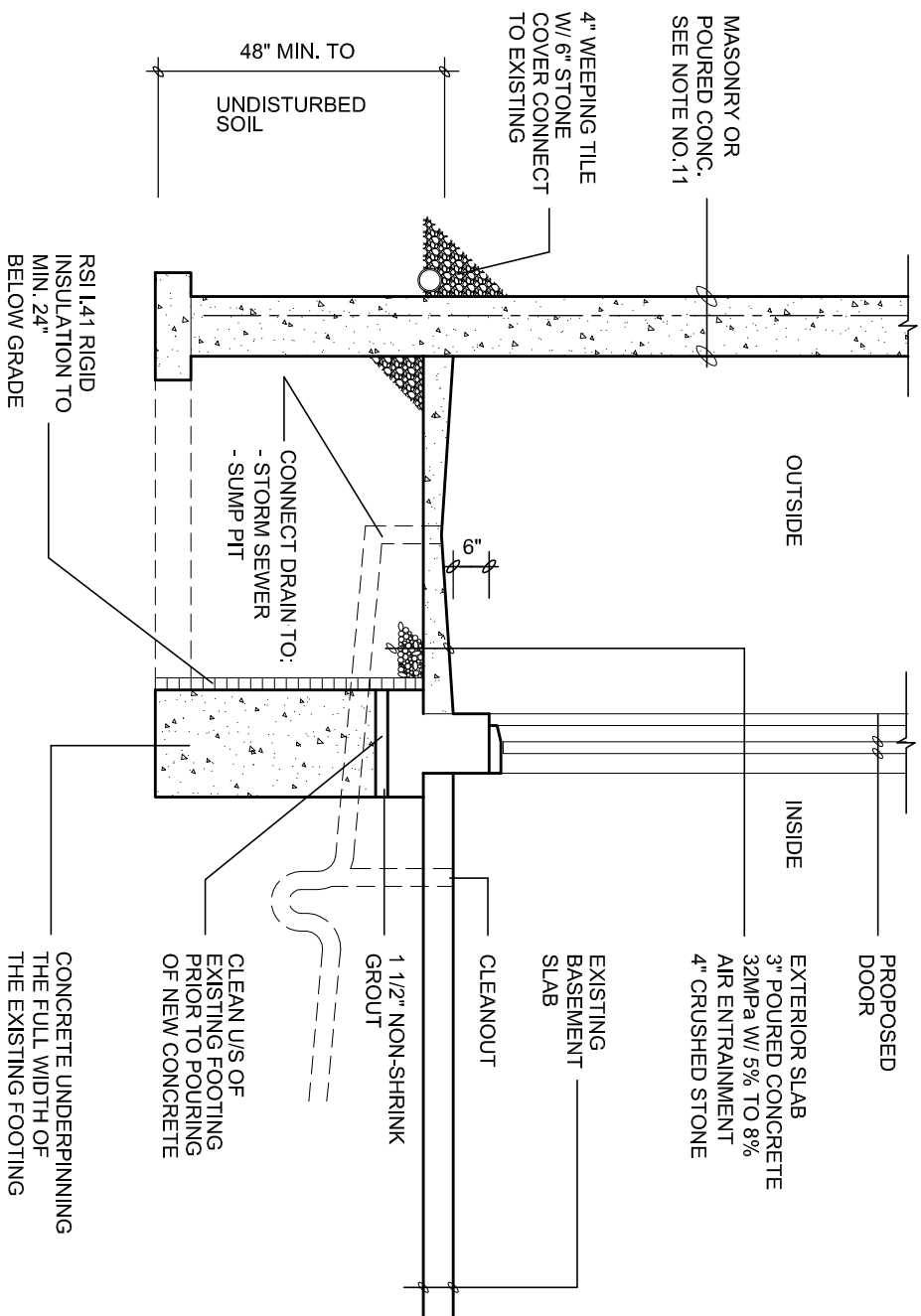


ADDRESS

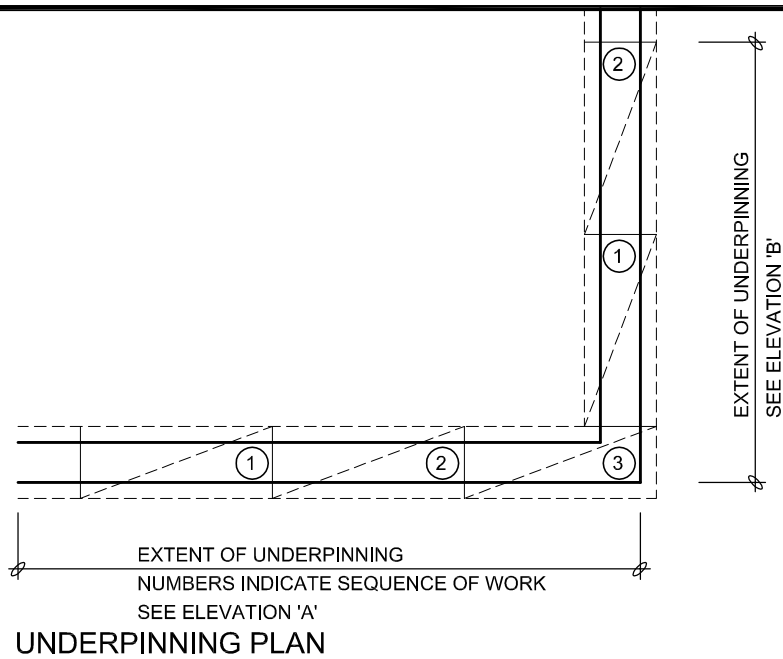
 BRAMPTON, ONTARIO

TITLE
 BELOW GRADE ENTRANCE
 SECTION @ STAIR

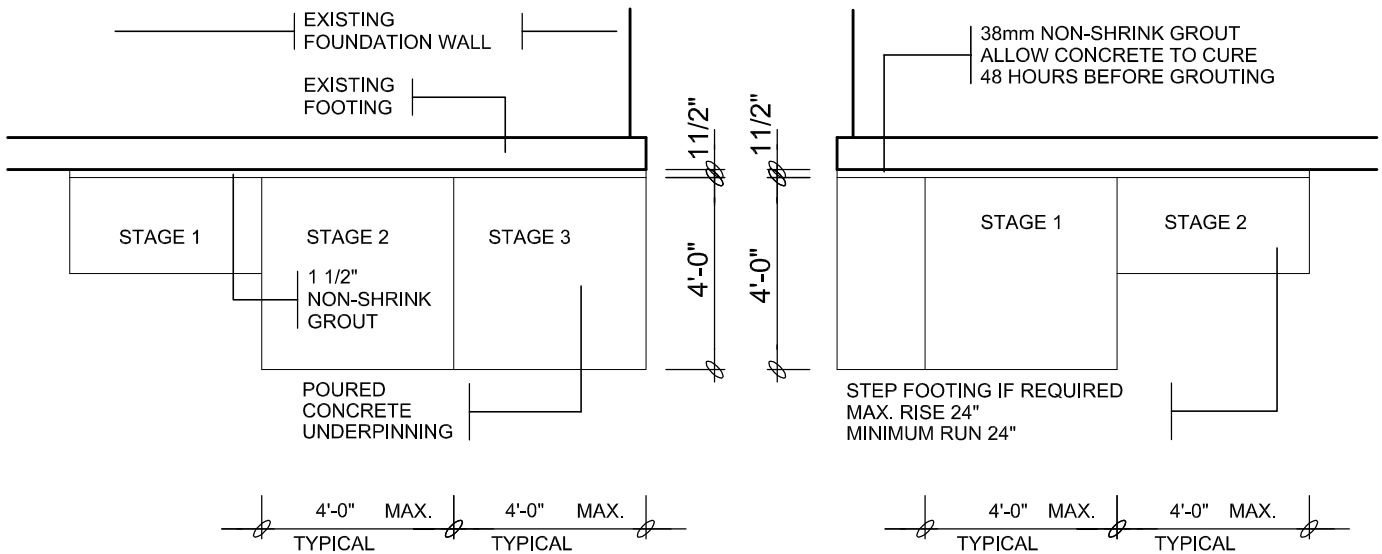
DESIGN BY: _____
 PRINT NAME _____
 SIGNATURE _____
 SCALE: _____



SECTION B for BELOW GRADE ENTRANCE AT DOOR



UNDERPINNING PLAN



ELEVATION 'A'

ELEVATION 'B'

GENERAL NOTES

1. WHERE THE FOUNDATIONS OF A BUILDING ARE TO BE CONSTRUCTED BELOW THE LEVEL OF THE FOOTINGS OF AN ADJACENT BUILDING AND WITHIN THE ANGLE OF REPOSE OF THE SOIL, OR THE UNDERPINNING EXCEEDS 1200mm OF LATERALLY UNSUPPORTED HEIGHT OR THE SOIL IS CLAY OR SILT, THE UNDERPINNING & RELATED CONSTRUCTION SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER.
2. EXCAVATION SHALL BE UNDERTAKEN IN A MANNER SO AS TO PREVENT MOVEMENT WHICH WOULD CAUSE DAMAGE TO ADJACENT PROPERTY, STRUCTURES, UTILITIES, ROADS & SIDEWALKS. CONTACT YOUR LOCAL UTILITIES PRIOR TO COMMENCING EXCAVATION.
3. MINIMUM CONCRETE STRENGTH FOR UNDERPINNING SHALL BE 15MPa AT 28 DAYS. ALL EXTERIOR CONCRETE SHALL BE 32MPa W/ 5%-8% AIR ENTRAINMENT.
4. CONCRETE SHALL BE CURED MINIMUM 48 HOURS BEFORE GROUTING AND PROCEEDING TO THE NEXT STAGE.
5. SHORE & BRACE WHERE NECESSARY TO ENSURE THE SAFETY & STABILITY OF THE EXISTING STRUCTURE DURING UNDERPINNING.
6. WEEPING TILE IS TO DRAIN TO THE STORM SEWER, DITCH, DRYWELL OR INSTALL COVERED SUMP PIT WITH AN AUTOMATIC PUMP.
7. **FOOTINGS**
18" x 4" POURED CONC. FOOTING
ALL FOOTINGS SHALL REST ON NATURAL UNDISTURBED SOIL OR COMPACTED GRANULAR FILL
8. **CONCRETE**
MINIMUM COMPRESSIVE STRENGTH OF 32MPa @ 28 DAYS W/ 5% TO 8% AIR ENTRAINMENT
9. **EXTERIOR STAIRS**
7 7/8" RISE MAXIMUM 4 7/8" MINIMUM
8 1/2" RUN MINIMUM 14" MAXIMUM
9 1/4" TREAD MINIMUM 14" MAXIMUM
10. **INSULATION**
- MIN. RSI 2.11 (R12) INSULATION & VAPOUR BARRIER ON THE INSIDE FACE OF THE EXPOSED FOUNDATION WALL
- MIN. RSI 1.41 (R8) INSULATION FOR 600mm BELOW GRADE AT WALKOUT LANDING
11. **RETAINING WALL**
10" MASONRY OR POURED CONCRETE W/ NO REINFORCING REQUIRED FOR WALL HEIGHTS TO A MAX. OF 1200mm PROVIDE 25M VERTICAL REINFORCEMENT @ 24" O.C. AND A BOND BEAM CONTAINING AT LEAST ONE 15M REINFORCEMENT FOR BACKFILL HEIGHTS TO A MAX. OF 7'-10"
12. **PRE-ENGINEERED GUARDS**
42" HIGH WHERE DISTANCE FROM GRADE TO BOTTOM OF WALKOUT EXCEEDS 5'-11"
36" FOR LESSER HEIGHTS. MAXIMUM 4" BETWEEN VERTICAL PICKETS
13. **LINTELS** (FOR MAX. 4'-0" OPENINGS)
 1. SOLID MASONRY: 2- 3 1/2 x 3 1/2 x 1/4" ANGLES
 2. BRICK VENEER: 1- 3 1/2" x 3 1/2" x 1/4" L + 2- 1 1/2" x 7 1/4"
 3. WOOD FRAME/SIDING: 2 - 2"x8"



ADDRESS
BRAMPTON, ONTARIO

TITLE
UNDERPINNING PLAN & GENERAL NOTES

DESIGN BY:
PRINT NAME
SIGNATURE
SCALE:

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: Below Grade Entrance

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 below grade entrance **will not be used** as a means of egress to an additional residential dwelling unit.

Signed: _____

Dated: _____