

## Homebuilder Electronic Submission of Permit Applications

(instructions last revised – June 10, 2024)

### Applications may be submitted for the following:

- Certified Models and Townhouse Certified Models
- Repeat Sitings from a Certified Model (single and semi-detached dwellings, townhomes)
- Custom Homes (single and semi-detached dwellings, townhomes)
- Revisions to Certified Models
- Revisions to Repeat Sitings
- Revisions to Custom Homes
- Resitings (previously issued permit where the model is being changed)

**Please Note:** For applications for live/work dwellings, please contact the Building Division at [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca) before applying.

### Step One: UNDERSTANDING THE BRAMPTON BUILDING PORTAL

Prior to submitting applications online, please email [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca) if you need assistance to ensure the completeness of the application and to avoid delays in the review once you are ready to make the full submission.

**Certified Model applications-** On the Brampton Building Portal, the certified model application form is no longer required.

For **Repeat Sitings**, the **Application for a Permit to Construct or Demolish form is no longer required and will now be filled out on the Brampton Building Portal as an online form.** You will still need to attach Schedule 1 forms. For **Repeat Sitings** applications, please still attach the addendum form. [Click Here](#) to access to addendum form.

### Step Two: HOW TO APPLY

You will need to register user accounts on the Brampton Building Portal if you have not already done so. You need to register at least two user accounts with 2 different emails.

1. Home Builder Account – Can add Builder Members, pay fees, and book inspections.
2. Builder Member Account(s) – Can make online submissions, pay fees, and book inspections.

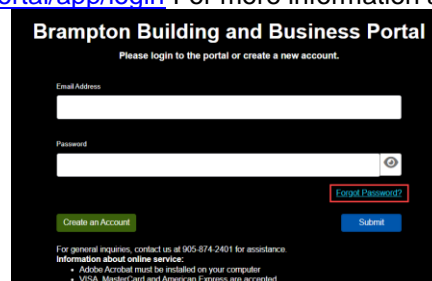
Applicant Type

1.  Home Builder Only
2.  Others (Homeowner/Contractor/Designer/Builder Member)

\* This input field is required.

**IMPORTANT NOTE:** If you already have permits with the City of Brampton, you can connect to your existing user account and view your existing permits online by clicking Forgot Password on the log in page:

<https://bramptonbbp.brampton.ca/citizenportal/app/login> For more information about user accounts, click here.



**Brampton Building and Business Portal**  
Please login to the portal or create a new account.

Email Address

Password

[Forgot Password?](#)

[Create an Account](#) [Submit](#)

For general inquiries, contact us at 905-874-2401 for assistance.  
Information about online services:  
• Adobe Acrobat must be installed on your computer  
• VISA, MasterCard and American Express are accepted

**To apply online:**

1. Go to <https://bramptonbbp.brampton.ca/citizenportal/app/login> to login and make applications online.
2. Complete the online form. Please see below for additional notes on making applications online.
3. Upload application forms and drawings under the appropriate 'Attachment Type' headings.

The table below indicates the attachment types required for each type of application.

<b>REQUIRED DOCUMENTATION FOR APPLICATION TYPE</b>											
SEE NOTES ON PAGE 3 FOR REQUIRED DOCUMENTATION											
APPLICATION TYPE	BUILDING PERMIT APPLICATION	ARCHITECTURAL DRAWING SET	ROOF TRUSS PACKAGE	FLOOR TRUSS PACKAGE	HVAC CALC PACKAGE	PLUMBING DATA SHEET	SCHEDULE 1	SITE PLAN	ADDENDUM	BLOCK PLANS	PARTY FIREWALL DETAILS
CERTIFIED MODEL	✓	✓	✓	✓	✓	✓			✓		
TOWNHOUSE CERTIFIED MODEL	✓	✓	✓	✓	✓	✓			✓		✓
CERTIFIED MODEL REVISION	✓	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE			✓		
REPEAT SITINGS	✓						✓	✓	✓		
TOWNHOUSE REPEATS	✓ FOR EVERY UNIT		✓ WITH FIRST UNIT ONLY				✓ FOR EVERY UNIT	✓ WITH FIRST UNIT ONLY	✓ WITH FIRST UNIT ONLY	✓ WITH FIRST UNIT ONLY	✓ WITH FIRST UNIT ONLY
REVISIONS TO REPEATS W/ NEW OPTIONS	✓	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓	✓ IF APPLICABLE	✓		
REVISIONS TO REPEATS W/ EXISTING OPTIONS	✓						✓		✓		
LOT SPECIFIC REPEATS	✓	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓		
CUSTOM HOMES	✓	✓	✓	✓	✓	✓	✓	✓	✓		
REVISIONS TO CUSTOM HOMES	✓	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓ IF APPLICABLE	✓		
RESITINGS	✓						✓	✓	✓		

**General Submission Requirements:**

- Documents are required to be submitted as an unprotected PDFs
- Maximum individual file size for upload is 250 MB
- Special characters in the file name, such as (&, %\*#@!?" /:'), will cause the file upload to fail
- Please upload your required attachments with the following naming convention:  
 "Attachment Type" \_ "Plan Lot"  
 i.e. Permit Application\_M 2053 Lot 12  
 For Repeat Siting Submissions use only the MPlan in the title

**More Information about the Brampton Building and Business Portal:**

Visit the member services page and look for the FAQ links under Related Links for information about user accounts, pre-reviews, plans review communication and booking inspections.

[City of Brampton | Building | City of Brampton Building and Business Portal Member Services](#)

### **What happens after I submit my application?**

1. You will make payment of your permit deposit fee on the Brampton Building Portal.
2. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws.
3. During the review process you may be contacted by staff to provide further information. Completeness of the review will be communicated through the portal.
4. Once the review is completed, you will be contacted with your total of additional fees owing. You can pay the balance owing on the Brampton Building Portal.
5. When your permit fees are paid in full your permit(s) will be issued and displayed on the portal.

### **BUILDING PERMIT APPLICATIONS:**

#### Certified Model Application:

- Please complete the available Certified Model application form on the Brampton Building Portal. Include the fee calculation of the elevation with the largest GFA.

#### Repeat Residential Homes:

- Please ensure all required fields on the online form on the Brampton Building Portal are completed.
- The description of work shall consist of the model name, elevation, and any options included with the dwelling.
- For revisions, please include the existing permit number and a detailed description of the revision(s) requested in the description field.

#### Builder Custom Homes:

- For custom homes, the description of work should only read "Custom Home"
- For revisions, please include in the description of work the existing permit number and a detailed description of the revision(s) requested.

Note: Please ensure that the entered gross floor areas are accurate to the second decimal place on all applications. The highest GFA is used for the fee calculation.

### **ARCHITECTURAL DRAWING SET:**

- Include all available options/elevations, floor plans and details.
- Ensure Architectural Control stamp is provided on all elevations.
- Identify building height dimension to mid-point between the peak and the eave of the main roof
- Ensure garage door size is labelled.

### **FLOOR TRUSS PACKAGE:**

- Not applicable where conventional framing is used.
- Separate layouts for each elevation, option, and floor level.
- If designer BCIN is on the layouts then include engineered certified component sheets.
- If the floor layouts are sealed by an Engineer, please include the related components sheets - the engineer certification on the individual component sheets is optional.
- If designer BCIN is on the layouts, a schedule one will be required when applying for affiliated repeats.

### **ROOF TRUSS PACKAGE: (CUSTOM HOMES AND CERTIFIED MODELS):**

- Not applicable where conventional framing is used
- Separate layouts required for each elevation.
- If designer BCIN is on the layouts then a schedule one will be required when applying for affiliated repeats.
- If layouts are engineered then a schedule one is NOT required.
- If designer BCIN is on the layouts, a schedule one will be required when applying for affiliated repeats.

### **ROOF TRUSS PACKAGE: (TOWNHOUSE REPEATS):**

- For townhouse submissions, roof truss packages are required at time of residential repeat submissions and are uploaded with the first unit of every block along with the block plans, siting and addendum form.

### **HVAC CALCULATION PACKAGE:**

- HVAC Calculation attachments to include all HVAC information and details for each available option, when applicable.

### **PLUMBING DATA SHEET:**

- Provide the 'Custom Home Water Pipe and Plumbing Data Sheet' form for all applicable elevations.

**SCHEDULE ONE:**

- For each individual repeat application, a Schedule 1 form is required for each BCIN registered designer involved in the permit submission. This includes the designer for the site plan, HVAC calculations, floor truss design, roof truss design, and house design.
- Please ensure all fields are filled in.
- The affixed date should not pre-date the current building code amendments.

**SITE PLAN:**

- A legible site plan must include grading review certification, architectural control review, designer information, split block and plan labeling and boundary (if applicable), all setbacks, elevation datum points, lot numbers, street names, adjacent properties, and a legend for all abbreviations.
- If the lot/block is subject to required air conditioning and/or window STC upgrades, the location of the A/C unit must be shown on the siting, and the siting must be certified by an acoustical engineer.

**ADDENDUM FORM:**

- On the Brampton Building Portal, you now have to submit one application at a time. It would help our team to know exactly what you plan to apply for in a short period of time. Fill out the addendum form listing the lot numbers you are applying for with the affiliated model type and options in order from lowest lot number to highest lot number. We realize the same addendum will be attached to each individual submission.

**TOWNHOUSE BLOCK PLANS:**

- The townhouse block plan, along with the roof truss package, site plan and addendum form, is required at time of residential repeat submissions and must be uploaded with the first unit of every block.
- The block plan must include: All floor plans and elevations labelled with the model name, architectural control reviewed elevations, total building area calculation and designated firewall locations, and optional deck, balconies, lookout and walkout conditions, where applicable.

**PARTY AND FIREWALL DETAILS:**

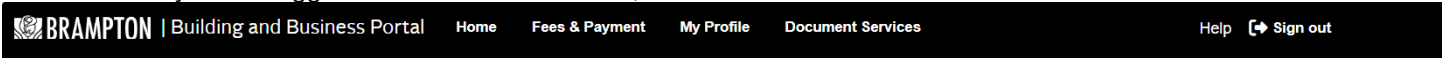
- All details are required at time of residential repeat submissions and must be uploaded with the first unit of every block and must include:
  - Connection details and specifications showing conformance of fire separations and insulation requirements for STC ratings.
  - Assembly details for all intersecting wall conditions in plan view, including intersecting condition for back-to-back units.
  - All firewall details certified by a professional engineer.
  - Where separated by a firewall, clearly illustrate that any combustible projections on the exterior of one building conforms to the separation requirements to combustible projections and openings of the adjacent building, if applicable.

**OTHER NOTES:**

- For site plan projects please provide one full site plan with the necessary Architectural Control review stamp,, the site plan assigned Planners stamp and the Development Engineering stamp. If there is a separate grading sheet, then the Development Engineering stamp will be required on that sheet only.
- For revisions to add rear and/or side, corner upgrades, the elevations must have Architectural Control review.
  1. - For revisions under "Project Value est. \$" on the application form, please enter 0 unless increased cost of work. For revisions under "Area of Work" on the application form, please enter 0 unless increased GFA.

## Submit a Certified Model on the Brampton Building Portal

1. When you are logged in as a Builder Member, click the **Add New Submission** button.



Alternate formats available upon request, please email [accessibility@brampton.ca](mailto:accessibility@brampton.ca) or complete the [Alternate Format Request form](#) to submit your request.

Member of BOBBY BUILDER HOMEZ

### My Submissions

Please use this section to view and manage your submissions. Click Add New Submission button to apply.

Search

**Add New Submission**

2. Under the Application Type, select **Certified Model (Builder Members Only)**.

### New Application

Please select an application type from the list.

Application Type

- Agency Letter of Approval for Liquor Sale Licence
- Certified Model (Builder Members Only)**
- Compliance Information Request
- Permit to Construct or Demolish
- Pool Fence Enclosure Permit
- Repeat Residential (Builder Members Only)
- Signs - Permanent Sign
- Signs - Site Specific Amendment to the Sign By-Law
- Signs - Window Signs/Builder Flags
- Temporary Structure Agreement

Cancel Continue

3. Enter a description in the Description field. The Description should consist of the model name and mplan elevation.
4. Click **Continue**.

### New Application

Please select an application type from the list.

Application Type

Certified Model (Builder Members C)

Description

\* This input field is required.

Cancel Continue

- Under the Application Information, enter the Site Plan#, MPlan # and or Draft Plan – any that are known.
- Under the Dwelling Type select the type of dwelling – Semi-Detached, Single or Townhouse.
- Under the Model Name, include the model name.

**Submission Details**  
Please provide additional details for your submission.

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**Application Information**

Site Plan #  MPLAN #43M

Draft Plan #21T  Dwelling Type

Semi-Detached Dwelling  
Single Family Dwelling  
Townhouse

**Project Information**  
Project Information Details

Model Name

\* This input field is required.

- Enter the Elevation Name and GFA in m2 for each of the elevations for this model. You can enter up to 5 elevations.

**Application Information**

Elevation Name 1  Elevation 1 GFA m2

\* This input field is required.      \* This input field is required.

Elevation Name 2  Elevation 2 GFA m2

Elevation Name 3  Elevation 3 GFA m2

Elevation Name 4  Elevation 4 GFA m2

Elevation Name 5  Elevation 5 GFA m2

9. Select **Yes** from the drop down menu to declare the accuracy of your submission.
10. Click **Continue**.

**Declaration of applicant**

Declaration of applicant

I declare that: 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.

\* This input field is required.

**Privacy Statement**

The personal information on this online form is collected under the authority of the Building Code Act, S.O. 1992, c.23 and City of Brampton By-Law 387-2006. The information will be used for Building-related information requests and/or applications. Questions about the collection of personal information should be directed to the Manager, Administration and Information Services at 905-874-3774.

11. Select your supporting documentation from the document type drop down menu. For more information on what attachments to include, see the information that follows.

**Supporting Documents**

The maximum file size limit for uploading online is 250 MB per file. If any of your files exceed 250 MB, proceed with your submission without uploading the file and then email [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca) for further assistance

You do not have any document(s) at this moment

**Upload New Document**

Please upload document files for your application

Document Type

- BLDG - CM Dwgs, Admin and Misc
- BLDG - CM Dwgs, Architectural
- BLDG - CM Dwgs, Floor Truss
- BLDG - CM Dwgs, HVAC
- BLDG - CM Dwgs, Roof Truss
- BLDG - CM Plumbing Data Sheet
- BLDG - Generic
- BLDG - Submission Summary Report( For Office Use Only)



### Certified Model Attachments to Include

Due to the Brampton Portal, you no longer have to submit the Certified Model Application Form.

Important notes for Architectural Drawings:

- Include all available options/elevations, floor plans and details.
- Ensure Architectural Control stamp is provided on all elevations.
- Identify building height dimension to mid-point between the peak and the eve of the main roof
- Ensure garage door size is labelled.

Important notes for Floor Truss Drawings:

- Not applicable where conventional framing is used.
- Separate layouts for each elevation, option and floor level.
- If designer BCIN is on the layouts then include engineered certified component sheets.
- If the floor layouts are sealed by an Engineer, please include the related components sheets - the engineer certification on the individual component sheets is optional.

Important notes for Roof Truss Drawings:

- Not applicable where conventional framing is used
- Separate layouts required for each elevation.
- If designer BCIN is on the layouts then a schedule one will be required when applying for affiliated repeats. If layouts are engineered then a schedule one is NOT required.
- Townhouse applications: the roof plan may be submitted with the repeat application.

Important notes for HVAC Drawings/Calculations:

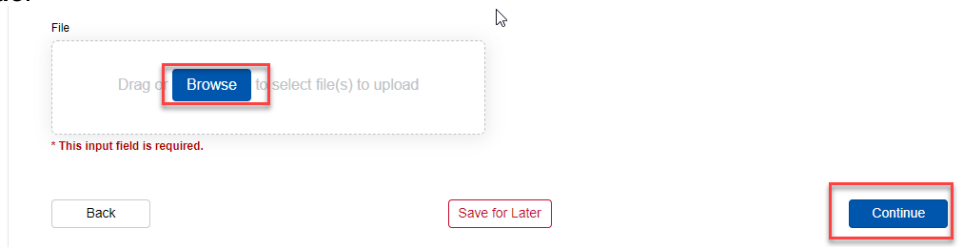
- HVAC Calculation attachments to include all HVAC information and details for each available option, when applicable.

Important notes for Plumbing Drawings:

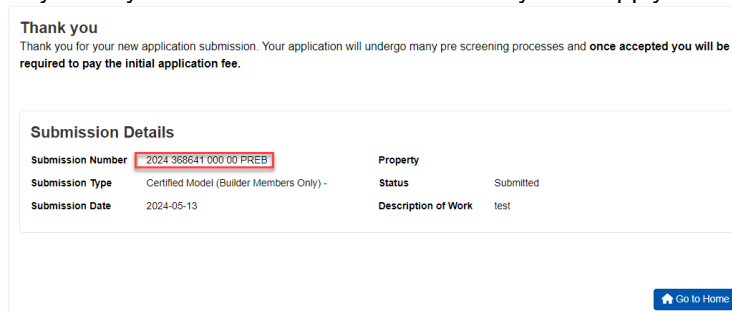
- Provide the 'Custom Home Water Pipe and Plumbing Data Sheet' form for all applicable elevations.

12. Click **Browse** to browse and attach the file on your computer.

13. Click **Continue**.



14. You've now created a PRE submission that will be reviewed by the Building Division staff for completeness. The pre-submission number is indicated. You will only make payment once the submission has been approved by Building staff. Building may send you a rework or cancel and have you re-apply if necessary.



**Thank you**  
Thank you for your new application submission. Your application will undergo many pre screening processes and **once accepted you will be required to pay the initial application fee.**

Submission Details		Property	
Submission Number	2024 368641 000 00 PREB	Status	Submitted
Submission Type	Certified Model (Builder Members Only) -	Description of Work	test
Submission Date	2024-05-13		

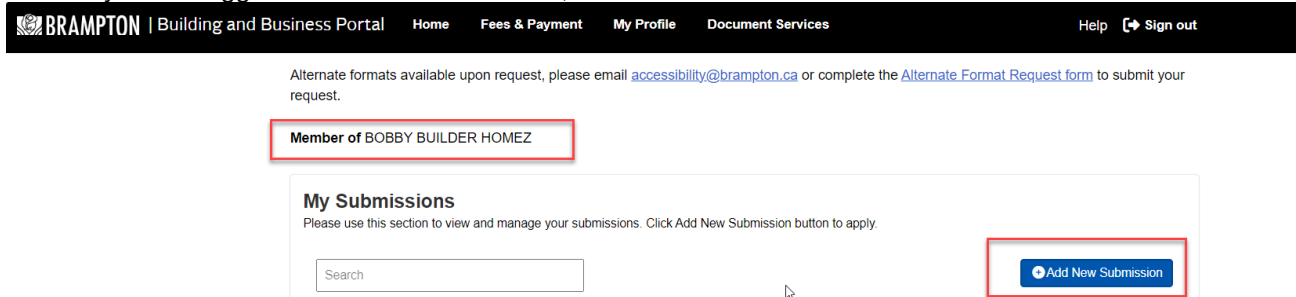
[Go to Home](#)

15. You can create additional Certified Model applications by repeating the steps above.



## Submit a Repeat Residential on the Brampton Building Portal

1. When you are logged in as a Builder Member, click the **Add New Submission** button.



Alternate formats available upon request, please email [accessibility@brampton.ca](mailto:accessibility@brampton.ca) or complete the [Alternate Format Request form](#) to submit your request.

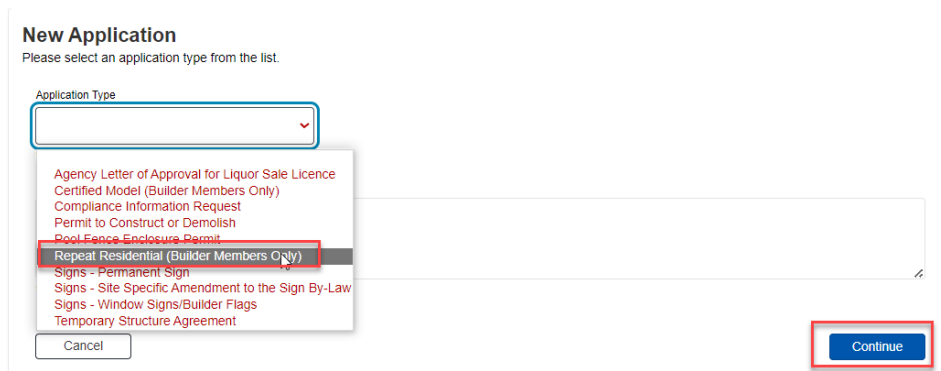
Member of BOBBY BUILDER HOMEZ

**My Submissions**  
Please use this section to view and manage your submissions. Click Add New Submission button to apply.

Search

**Add New Submission**

2. Under the Application Type, select **Repeat Residential (Builder Members Only)**.



**New Application**  
Please select an application type from the list.

Application Type

- Agency Letter of Approval for Liquor Sale Licence
- Certified Model (Builder Members Only)
- Compliance Information Request
- Permit to Construct or Demolish
- Pool Fence Enclosure Permit
- Repeat Residential (Builder Members Only)**
- Signs - Permanent Sign
- Signs - Site Specific Amendment to the Sign By-Law
- Signs - Window Signs/Builder Flags
- Temporary Structure Agreement

Cancel **Continue**

3. Enter a description in the Description field. The Description should consist of the model name, elevation, and any options included with the dwelling.
4. Click **Continue**.



**New Application**  
Please select an application type from the list.

Application Type

Repeat Residential (Builder Membe)

Description

\* This input field is required.

Cancel **Continue**

- On the Property Address screen, type the street number and the address to list the addresses available. Scroll to and select the correct address from the drop down and then click Search. Click Select next to the correct address. Scroll to the bottom of the page and click Continue.  
**IMPORTANT NOTE:** If you do not find the address, click the **Address not found** button. You will be able to enter the address you believe the property to be on the next screen.

**Property Address**  
 To search, type the street number and then a space to list the addresses available. Scroll to and select the correct address from the drop down and then click Search. Click Select next to the correct address. Scroll to the bottom of the page and click Continue.

Search Address  
 14 Abbey Rd

View Map Search

ADDRESS	Actions
14 Abbey Rd , Brampton ON, L6W 2T8 Roll Number: 2110020011067000000 Legal Description: PLAN 581 LOT 157	Select

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**Selected Addresses**  
 If you are unable to find the address you are looking for, click Address not found.

Address	Actions
14 Abbey Rd , Brampton ON, L6W 2T8 Roll Number: 2110020011067000000 Legal Description: PLAN 581 LOT 157	Remove

Back Address not found Continue

6. Fill in all the fields in the next screen:
- Property Address** – Will fill in automatically if you selected it on the previous screen. If you selected Address not found, fill in the property address here.
  - Associated Certified Model** – Choose the model name here from your applied or sited Certified Models that you have with Brampton.
  - Plan Number** – Indicate the MPlan #
  - Lot** – Indicate the lot #
  - Unit Number** – Include the site # here if it is a townhouse block and write out the word "Site" as in Site # 1
  - Project Value** – Include the total project value
  - Area of Work** – Include the area of work in m2
  - Other Information** – Use this field to indicate information about a custom model or to write the number of sites in a townhouse block if applicable

**Project Information**  
Project Information Details

Property Address <input type="text" value="14 Abbey Rd L6W 2T8"/>	Associated Certified Model <input type="text" value="2022/CHELSTON 45-4"/>
Plan Number <input type="text" value="M2164"/>	Lot/con. <input type="text" value="1"/>
Unit Number <input type="text" value="Site 9"/>	Project Value Est. \$ <input type="text" value="350000"/>
Area of Work (m2) <input type="text" value="200"/>	Other information - re: custom model or # of sites in a block <input type="text"/> <small>* This input field is required.</small>

7. If the owner is the same as the applicant, select Yes.  
 8. If the owner is not the same as the applicant, fill in the owner information.

**Owner**  
Owner

Is the owner the same as the applicant? (If you select Yes, skip this section)

Yes  
 No

Last Name <input type="text"/>	First Name <input type="text" value="First Name"/>
Corporation or Partnership <input type="text"/>	Street Address <input type="text"/>
Unit Number <input type="text"/>	Lot/con. <input type="text"/>

9. If the home is subject to the New Home Tarion Warranty program, enter yes to the question and provide the registration numbers.

**Tarion Warranty Corporation (Ontario New Home Warranty Program)**  
Tarion Warranty Corporation (Ontario New Home Warranty Program)

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i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? (if you select No, skip this section)

Yes  
 No

ii. Is registration required under the Ontario New Home Warranties Plan Act?

Yes  
 No

iii. If yes to (ii) provide registration number(s):

123456

10. Indicate Yes or N/A to the Required Schedules and Yes to completeness to all Applicable law.

**Required Schedules**  
Required Schedules

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Attach Schedule 1 for each individual who reviews and takes responsibility for design activities:

Attach Schedule 2 where application is to construct on-site, install or repair a sewage system:

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**Completeness and compliance with applicable law**  
Completeness and compliance with applicable law

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i) a. 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)

Yes  
 No

i) b. 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 Building Code Act, 1992, to be paid when the application is made.

Yes  
 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 Building Code Act, 1992.

Yes  
 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 Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.

Yes  
 No

iv) The proposed building, construction or demolition will not contravene any applicable law.

Yes  
 No

11. Declare that all information is accurate and true by selecting yes.
12. Click **Continue**.

**Declaration of applicant**

Declaration of applicant

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I declare that: 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.

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**Privacy Statement**

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) 595-0666.

Save for Later

Continue

16. Select the document type from the drop down. For more information on what attachments to include, see the information that follows.

**Supporting Documents**

The maximum file size limit for uploading online is 250 MB per file. If any of your files exceed 250 MB, proceed with your submission without uploading the file and then email [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca) for further assistance

You do not have any document(s) at this moment

**Upload New Document**

Please upload document files for your application

Document Type






▼

- BLDG - Addendum Form
- BLDG - Block Plan
- BLDG - Drain Plans
- BLDG - Generic
- BLDG - HVAC Calculations
- BLDG - RR Dwgs, Admin and Misc
- BLDG - RR Dwgs, Architectural
- BLDG - RR Dwgs, Floor Truss
- BLDG - RR Dwgs, HVAC
- BLDG - RR Dwgs, Roof Truss
- BLDG - Schedule 1: Designer Information
- BLDG - Site Plan
- BLDG - Submission Summary Report( For Office Use Only)
- BLDG - TARION Lawyers Letter

Save for Later

Continue

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**Important notes for the Addendum Form:**

- On the Brampton Building Portal, you now have to submit one application at a time. It would help our team to know exactly what you plan to apply for in a short period of time. Fill out the addendum form listing the lot numbers you are applying for with the affiliated model type and options in order from lowest lot number to highest lot number. The same addendum will be attached to each individual submission.

Important notes for Solicitor's Confirmation/ Tarion Lawyer's Letter:

- Registered Plan Number(s) must be put on Solicitor's form.
- All lots and blocks applying for are listed.
- Ensure owner's name is on the solicitor's letter and is the same as the owner name on all applications. If an Owner is listed under Beneficial Owner, this is the owner name to be used on all applications.
- Split Block: All blocks and MPlans must be included on a solicitor's form.

Important notes for Townhouse Roof Trusses:

- Not applicable where conventional framing is used
- Separate layouts required for each block plan.
- If designer BCIN is on the layouts then a schedule one will be required. If layouts are engineered then a schedule one is NOT required.
- One set of the roof truss package is required to be submitted with the first lot, all other lots on the same block do not require a roof truss package.
- Ensure each lot and the applicable certified model elevation is shown on the roof layout.

Important notes for Townhouse Architectural Block Plan:

- Block plan
- Floor plans with the elevation and model name labelled for each level, architectural control reviewed elevations, total building area calculation, designated firewall locations, optional deck, balconies, lookout and walkout conditions

Important notes for Townhouses, Detached and Semi-detached Dwellings:

Schedule 1 forms for the HVAC

Architectural Drawings

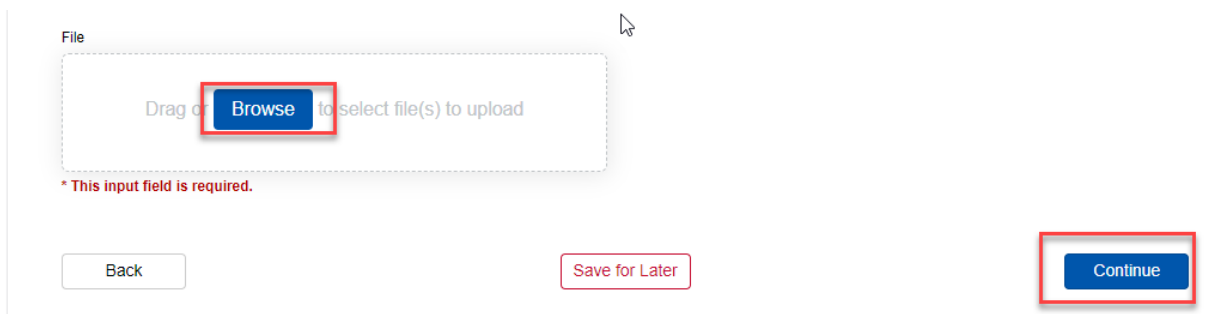
Sitings

Roof and Floor layout Schedule 1's are required where the Certified Model has a BCIN stamp.

-Provide the Siting with the Grading Engineer stamp, Architectural Control stamp, BCIN stamp and A/C Engineer stamp (where applicable).

17. Click **Browse** to browse and attach the file on your computer.

18. Click **Continue**.



The screenshot shows a web form interface. At the top, there is a label "File" and a dashed border indicating a file upload area. Inside this area, the text "Drag or click to select file(s) to upload" is visible, with a blue "Browse" button highlighted by a red box. Below the upload area, a red asterisk indicates a required field: "\* This input field is required." At the bottom of the form, there are three buttons: a white "Back" button, a white "Save for Later" button, and a blue "Continue" button, with the "Continue" button highlighted by a red box.

- You've now created a PRE submission that will be reviewed by the Building Division staff for completeness. The pre-submission number is indicated. You will only make payment once the submission has been approved by Building staff. Building may send you a rework or cancel and have you re-apply if necessary.

You can click the link – Apply for another Repeat Residential for the same Certified Model, to repeat all the steps again and have much of the same information already filled in for the next Repeat Residential submission.

**Thank you**  
Thank you for your new application submission. Your application will undergo many pre screening processes and once accepted you will be required to pay the initial application fee.

[Apply for another Repeat Residential for the same Certified Model](#)

**Submission Details**

<b>Submission Number</b>	2024 368645 000 00 PRER	<b>Property</b>	14 Abbey Road
<b>Submission Type</b>	Repeat Residential (Builder Members Only) -	<b>Status</b>	Submitted
<b>Submission Date</b>	2024-05-13	<b>Description of Work</b>	test

[Go to Home](#)

## Submit a Builder Custom Home on the Brampton Building Portal

- Repeat the steps to apply for a Repeat Residential, but in the Description of Work, indicate it is a Builder Custom home. And in the Associated Certified Model field, select BUILDER CUSTOM (NO CERTIFIED MODEL).

**New Application**  
Please select an application type from the list.

Application Type  
Repeat Residential (Builder Memb) ▼

**Description**  
Custom Home

[Cancel](#) [Continue](#)



**Project Information**  
Project Information Details

Property Address: 14 Abbey Rd L6W 2T8

Associated Certified Model: BUILDER CUSTOM (NO CERTIFIED MODEL)

Plan Number: M2164

Lot/Con: 1

Unit Number: Site 9

Project Value Est. \$: 350000

Area of Work (m2): 200

Other information - re: custom model or # of sites in a block

\* This input field is required.

For information about the attachments for Custom Home, see this list:

**Important notes for Architectural Drawings:**

- Include all floor plans and details.
- Ensure Architectural Control stamp is provided on all elevations.
- Identify building height dimension to mid-point between the peak and the eave of the main roof
- Ensure garage door size is labelled.

**Important notes for the Application Package:**

- Schedule 1's (where applicable) and Applicable Law Checklist forms.

**Important notes for Floor Truss Drawings:**

- Not applicable where conventional framing is used.
- Provide the floor truss layouts for each floor plan.
- If designer BCIN is on the layouts then include engineered certified component sheets.
- If the floor layouts are sealed by an Engineer, please include the related components sheets - the engineer certification on the individual component sheets is optional.

**Important notes for Roof Truss Drawings:**

- Not applicable where conventional framing is used
- Provide the floor truss layouts for each floor plan.
- If designer BCIN is on the layouts then a schedule one will be required when applying for affiliated repeats. If layouts are engineered then a schedule one is NOT required.
- Townhouse applications: the roof plan may be submitted with the repeat application.

**Important notes for HVAC Drawings/Calculations:**

- HVAC Calculation attachments to include all HVAC information and details for each available option, when applicable.

**Important notes for Plumbing Drawings:**

- Provide the 'Custom Home Water Pipe and Plumbing Data Sheet' form for all applicable elevations.

## Submit a Revision to a Certified Model on the Brampton Building Portal

1. Repeat the steps to apply for a Certified Model, but in the Description of Work, indicate it is a Revision to a previous application.

**New Application**  
Please select an application type from the list.

Application Type  
Certified Model (Builder Members ▾)

Description  
Revision to 2024 123456 000 00 CM]

Cancel Continue

## Submit a Revision to a Repeat Residential on the Brampton Building Portal

1. Repeat the steps to apply for a Repeat Residential, but in the Description of Work, indicate it is a Revision to a previous application.

**New Application**  
Please select an application type from the list.

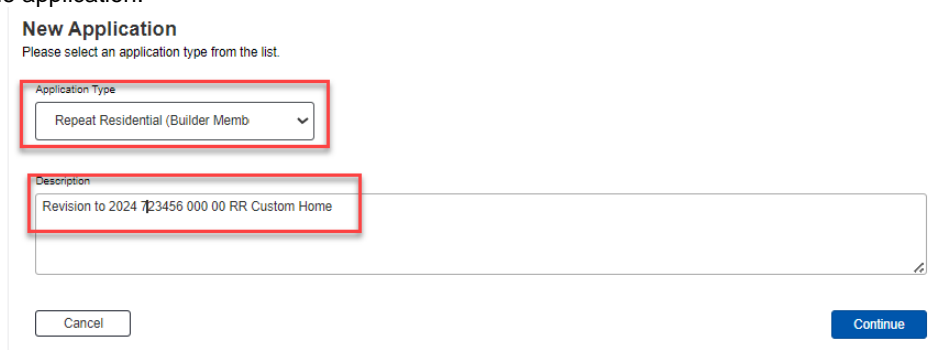
Application Type  
Repeat Residential (Builder Memb ▾)

Description  
Revision to 2024 123456 000 00 RF]

Cancel Continue

## Submit a Revision to a Custom Home on the Brampton Building Portal

1. Repeat the steps to apply for a Repeat Residential, but in the Description of Work, indicate it is a Revision to a previous Custom Home application.



**New Application**  
Please select an application type from the list.

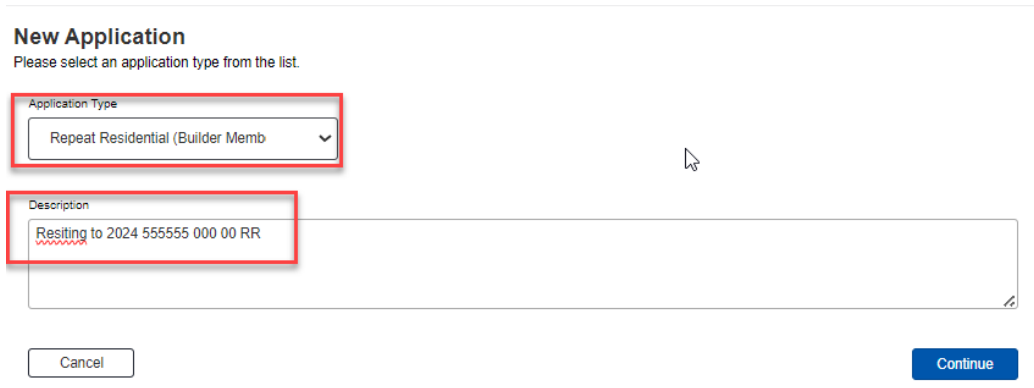
Application Type  
Repeat Residential (Builder Memb)

Description  
Revision to 2024 723456 000 00 RR Custom Home

Cancel Continue

## Submit a Resiting to a Repeat Residential on the Brampton Building Portal

1. Repeat the steps to apply for a Repeat Residential, but in the Description of Work, indicate it is a Resiting to a previous Repeat Residential application.



**New Application**  
Please select an application type from the list.

Application Type  
Repeat Residential (Builder Memb)

Description  
Resiting to 2024 555555 000 00 RR

Cancel Continue

### What happens after I submit my application?

1. You will make payment of your permit deposit fee on the Brampton Building Portal.
2. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws.
3. During the review process staff may contact you to provide further information. Completeness of the review will be communicated through the portal.
4. Once the review is completed, you will be contacted with your total of additional fees owing. You can pay the balance owing on the Brampton Building Portal.
5. When your permit fees are paid in full your permit(s) will be issued and displayed on the portal.

**Note:** For information regarding the amount of DC fees owing, you can email our Finance Division at [admin.development@brampton.ca](mailto:admin.development@brampton.ca). The Building Division will take payment of DC fees for Repeat Residential applications in person at our counter at 8850 McLaughlin Road, Unit 1. DCs cannot be paid on the portal.

**For assistance, email [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca)**