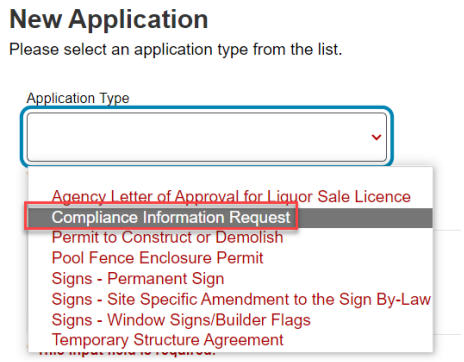
**All Compliance Letter Requests must be made on the Brampton Building and Business Portal.** https://bramptonbbp.brampton.ca/citizenportal/app/login **Be sure to select Compliance Information Request from the Application Type drop-down. You will require a registered account to apply. If you need information on setting up a user account, see the Create a User Account FAQs.**




Below is a list of questions to expect when applying for a Compliance Letter.

**Legal Matters - $75.00** - Please allow 15 business days for a response.
**Corporate Legal Services staff reply to these questions:**

1. Has the Subdivision Plan in which the subject property is situated been assumed by the City?
2. Have all the land transfers required by the Subdivision Agreement been made?
3. Have all the land transfers required by the Site Plan Agreement been made?
4. Is the road (indicated above as part of the address of the property) registered/ established/assumed as a public highway?
5. Can the list agreement(s) that are indicated be removed from title?

When legal matters are asked for on the portal, be sure to upload copies of agreement(s) and an up-to-date parcel register.

**Site Plan Matters - $75.00** - Please allow 15 business days for a response.
**Planning Open Space Design & Construction staff reply to these questions:**

1. Site Plan Matters Required?

When site plan matters are asked for on the portal, be sure to upload a copy of the site plan agreement. You can only submit one site plan agreement per request on the portal. If you have multiple site plan agreements, submit individual compliance requests.

**Zoning By-law & Building Code Matters - $267.23** - Please allow 10 business days for a response.
**Zoning and Building Services staff will reply to these questions:**

1. What is the zoning classification of the property?
2. Will the zoning classification permit the following use: _____
3. Is the property designated under the Ontario Heritage Act?
4. Is the property listed on the Municipal Register of Cultural and Heritage Resources?
5. Are there any outstanding work orders, including Orders issued under the Building Code Act, in relation to the subject property?
6. Are there any open/outstanding building permits associated with the subject property?
7. Has the City been advised by Peel Regional Police (pursuant to the notification requirement that became effective on August 1, 2006) that the property is, or has been, under investigation as a marijuana grow operation?

**Financial Matters - $200.00** - Please allow 30 business days for a response.
**Corporate Finance staff will reply to these questions:**

1. What are the development charges that have been paid to date?
2. Is the property subject to s.14 credits or partial exemption pursuant to the Development Charges by-law in relation to roads?
3. Is the City holding security regarding the Site Plan or Plan of Subdivision approval?
4. What is the amount of the security being held and in what form?
5. Has the necessary cash-in-lieu of parkland payment for under-dedication of land been made?
6. Are the necessary valid insurance certificates in place?

When financial matters are asked for on the portal, be sure to upload copies of agreement(s) and an up-to-date parcel register.

**Cemetery Matters - $50.00** - Please allow 10 business days for a response.
**Community Services staff will reply to this question:**

1. Has the property ever been used as a cemetery or burial ground?