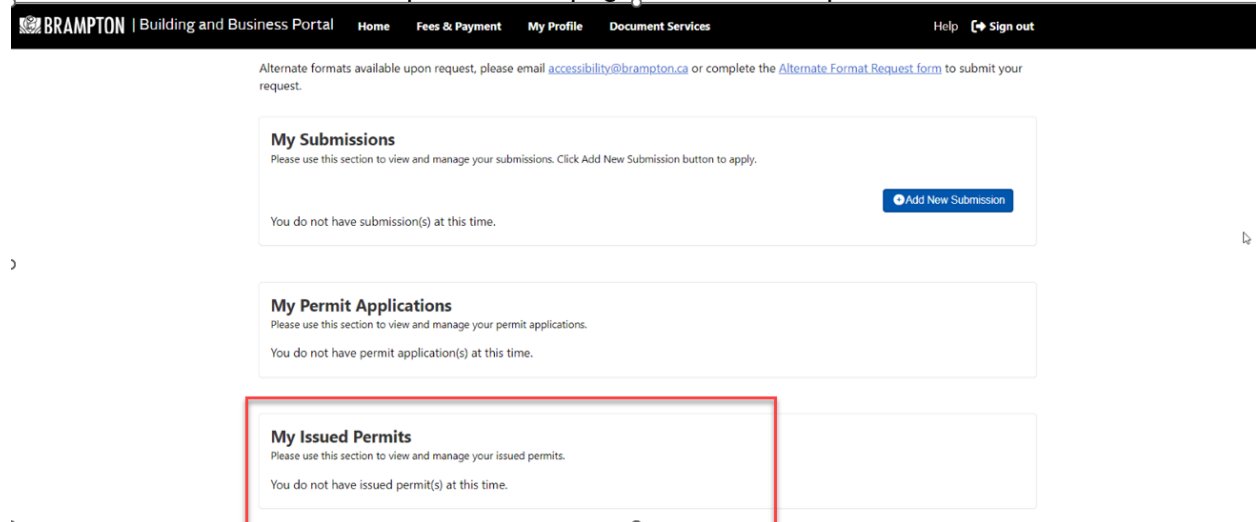


How do I schedule an inspection on the Brampton Business and Business Portal?

You must have an active portal account and a permit in the “Issued Status” located under the “My Issued Permits” section of the portal home page to book an inspection. For information about setting up an account, see the [Create a User Account FAQs](#).



1. To schedule an inspection, once logged into the portal, you will need to navigate to the “My Issued Permits” section at the bottom of the page. Click on the “Detail” button.

My Issued Permits

Please use this section to view and manage your issued permits.

Property	Type	Status	Issue Date	Permit Number	Actions
74 Neville Crescent	Two Unit Dwelling Registration - Owner Occupied Property - Creating Second Unit	Registered	2024-04-18	24 368173 000 00 TUDR	Detail
55 Naperton Drive	Two Unit Dwelling Registration - Owner Occupied Property - Creating Second Unit	Registered	2024-04-25	24 368180 000 00 TUDR	Detail
66 Nantucket Crescent	Third Unit Dwelling Registration - Third Unit Only	Registered	2024-04-25	24 368176 000 00 THUD	Detail
66 Nantucket Crescent	Residential - Three Unit Dwelling - Change of Use - Three Unit Dwelling	Occupancy Granted	2024-04-25	24 368177 P01 00 RS	Detail
16 Cadetta Road	House Miscellaneous - Single Family Detached - Addition - Complete	Issued	2024-03-21	24 368004 000 00 HM	Detail

2. On the “Permit Details” page, click on the “Process” tab.
2024 368004 000 00 HM - 16 Cadetta Road

Permit Details | People Details | Property | Documents | Fees | **Process**

Permit Details

Permit Number	2024 368004 000 00 HM	Folder ID	1798145
Property	16 Cadetta Road	Permit Type	House Miscellaneous - Single Family Detached - Addition - Complete
Status	Issued	Application Date	2024-03-21
Issue Date	2024-03-21	Expiry Date	2024-09-23
Final Date			
Description of Work	House addition		

[Back](#)

3. Click on the “Inspection” button beside the inspection you would like to request. Each inspection will need to be requested separately.

2024 368004 000 00 HM - 16 Cadetta Road

Permit Details | People Details | Property | Documents | Fees | **Process**

Process Details

Please select the process to view details.
If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Underground Plumbing	Open				Inspection
Structural Framing	Open				Inspection
Insulation, Vapour Barrier & Air Barrier	Open				Inspection
HVAC Rough-in	Open				Inspection
Footings	Open				Inspection

4. The selected inspection will open. The required fields will need to be filled out and then click “Submit.”

Note: If you receive a red bar across the top after you click Submit that states the discipline (Building/Plumbing or HVAC) is full for that date. Please select another available date.

Schedule Inspection - (MI) Underground Plumbing

Please use this screen to schedule inspection.
If you need to book partial inspections or have an inquiry about booking inspections, please email inspections.scheduling@brampton.ca

To schedule Final Inspections, please ensure to schedule the Final Inspections for the Revision permit first.

Select Inspection Date

Attendee Full Name

Attendee Phone

Attendee Email

Comment for the Inspector

5. Once the inspection has been requested, the inspector field will populate with “To Be Assigned”, and the date will appear in the **Scheduled For** column. Every day at 6pm the evening before the scheduled date, “To Be Assigned” will be replaced with the Inspector’s name and phone number. You will also receive an email by 6pm to confirm the inspection is booked.

2024 368004 000 00 HM - 16 Cadetta Road

Permit Details People Details Property Documents Fees **Process**

Process Details

Please select the process to view details.
If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Underground Plumbing	Open		To Be Assigned	07-MAY-24	<input type="button" value="Cancel"/>
Structural Framing	Open				<input type="button" value="Inspection"/>
Insulation, Vapour Barrier & Air Barrier	Open				<input type="button" value="Inspection"/>
HVAC Rough-in	Open				<input type="button" value="Inspection"/>
Footings	Open				<input type="button" value="Inspection"/>

6. After 6pm, the assigned inspector and phone number will be displayed.

Process Details
Please select the process to view details.
If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Weeping Tile Connection Plumbing	Open		Jack Paradis 905-874-3757	09-MAY-24	Cancel
Weeping Tile Connection Building	Open		Primal Atapattu 905-874-3784	09-MAY-24	Cancel
Structural Framing	Open		Primal Atapattu 905-874-3784	09-MAY-24	Cancel
Start of Construction (Sewage)	Open		Jack Paradis 905-874-3757	09-MAY-24	Cancel
Site Grading (Sewage)	Open		Jack Paradis 905-874-3757	09-MAY-24	Cancel
Readiness to Construct Sewage	Open		Jack Paradis	09-MAY-24	Cancel

7. When the inspection is completed, the status will be updated on the portal. The inspections that have an “Open” status have not yet been requested.

2024 367867 P01 00 RS - 1 Valerian Street

Permit Details People Details Property Documents Fees **Process**

Process Details
Please select the process to view details.
If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Water Service			To Be Assigned	13-MAY-24	Cancel
Water Distribution Systems	Open				Inspection
Underground Plumbing	Pass	09-MAY-24			

You can also sort the inspections based on the column they wish to sort by. For example, sorting by "Date Completed." Please check your Building Permit card for a list of your mandatory inspections.

Process Details

Please select the process to view details.

If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca



Permit Number	Name ▾	Status	Date Completed	Inspector	Scheduled For	Actions
2024 367850 000 00 HM	Underground Plumbing					Inspection
2024 367850 000 00 HM	Structural Framing	Open		To Be Assigned	17-APR-24	Cancel
2024 367850 000 00 HM	Footings	Open		To Be Assigned	19-APR-24	Cancel
2024 367850 000 00 HM	Final Inspection - Plumbing	Open				Inspection
2024 367850 000 00 HM	Final Inspection - HVAC	Open				Inspection
2024 367850 000 00 HM	Final Inspection - Building	Open				Inspection

How do I cancel an inspection I booked on the Brampton Building and Business Portal?

To cancel the inspection/s, click on the “Cancel” button next to the inspection.

2024 368004 000 00 HM - 16 Cadetta Road

Permit Details People Details Property Documents Fees **Process**

Process Details

Please select the process to view details.
 If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Underground Plumbing	Open		To Be Assigned	07-MAY-24	<input type="button" value="Cancel"/>
Footings	Open				<input type="button" value="Inspection"/>
Backfill	Open				<input type="button" value="Inspection"/>
HVAC Rough-in	Open				<input type="button" value="Inspection"/>
Above Ground Plumbing rough-in	Open				<input type="button" value="Inspection"/>
Structural Framing	Open				<input type="button" value="Inspection"/>

When the cancellation has been requested, the inspection will have a status of “Re-book Inspection” so you can schedule it again. The inspector will **not** be auto notified when a customer cancels an inspection. We request that you call your Inspector to notify them that they have cancelled for that day the inspection was expected to occur. If they an inspection will happen several days in advance, there is no need to contact the Inspector.

Process Details

Please select the process to view details.
 If you have an inquiry about scheduling inspections, email inspections.scheduling@brampton.ca

Name	Status	Date Completed	Inspector	Scheduled For	Actions
Wells and Septic System Decommissioned	Open				<input type="button" value="Inspection"/>
Water Service / Sewers Capped	Open				<input type="button" value="Inspection"/>
Structural P.Eng. Review Reports	Open				<input type="button" value="Inspection"/>
Site Cleared and Graded	Re-book Inspection				<input type="button" value="Inspection"/>