Planning and Development Services
Building Division
8850 McLaughlin Road, Unit 1
Brampton, ON L6Y 5T1

Guidelines for the Approval of Temporary Structures **(Building Permits, Agreements, Securities)**

ENCLOSURES: Grading and Drainage Approval Requirements

Pre-application Checklist

Before filing an application for a temporary structure please check to ensure that your proposal meets the requirements of or is not affected by the following regulations or requirements.

ZONING

Review the relevant zoning by-law with a zoning examiner to confirm the use, size, parking requirement and setback limitations. If the proposal does not conform to the zoning by-law, an application to the Committee of Adjustment may be required.
Contact: Zoning - zoninginquiries@brampton.ca.

ROAD ACCESS

If an existing driveway access is not being used approval must be obtained for a new road access before the building permit issues.
Contact: Regional Road - Region of Peel Works: roadpermits@peelregion.ca or 905-791-7800 Ext. 7868
City Road - City of Brampton Works & Transportation: roa.permits@brampton.ca or 905-874-2500

MOVING A TRAILER

The moving of a trailer on City roads requires an Excess Load Moving Permit.
Contact: Regional Road - Region of Peel Works: roadpermits@peelregion.ca or 905-791-7800 Ext. 7868
City Road - City of Brampton Works & Transportation: roa.permits@brampton.ca or 905-874-2500

MTO LAND USE PERMIT

For buildings located within 400m of an MTO ROW a Building Land Use Permit must be obtained before a building permit can be issued for the temporary structure.
Contact: Ministry of Transportation: 416-235-5385 or www.mto.gov.on.ca

CONSERVATION AUTHORITY

If any part of the lot on which the temporary structure is located is within an area regulated by a conservation authority, a land use permit may be required. This may affect the building location and/or grading of the lot.
Contact: TRCA (Toronto and Region Conservation Authority): 416-661-6600 or email planning&permits@trca.ca
CVCA (Credit Valley Conservation Authority): 905-670-1615 or www.cvc.ca

SIGNAGE

SEPARATE PERMITS ARE REQUIRED FOR ALL SIGNS ON THE TRAILER AND ON THE GROUND, BOTH ON AND OFF SITE. REVIEW THE PROPOSED SIGN PACKAGE AS SOON AS IT HAS BEEN PREPARED TO DETERMINE COMPLIANCE WITH THE SIGN BY-LAW.
Contact: Sign Unit: signunit@brampton.ca

TEMPORARY STRUCTURE AGREEMENT APPLICATION

- A completed application form (No longer required. Will be part of your Brampton Portal submission.)
- Site plan showing the proposed dimensions and location of the structure, set backs from the property lines, the proposed location and layout of the parking area and the driveway grades
- Grading plan prepared and stamped by an engineer or land surveyor. The details of how the plan must be prepared and what the plan must include are outlined in the attached guidelines.
- Note: the site plan and grading plan must be separate drawings.
- **An application fee** of $1336.09.

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BUILDING PERMIT APPLICATION

- a completed permit application form (No longer required. Will be part of your Brampton Portal submission.)
- site plan
- construction details to include:

1. Pre-Manufactured Building

- foundation and anchorage drawings and details
- details for any new construction, including such items as stairs, ramps, porches or canopies (Note: Barrier-free access must be provided to the structure).

2. On-site Constructed Building

- foundation and framing details (Provide truss drawings and specs. if roof trusses are proposed)
- HVAC calculations, duct layout and appliance specifications

3. Sanitary facilities to be provided and, if inside, water and sanitary service

- Connections: The location of portable sanitary facilities must be clearly shown on the site plan for temporary buildings not equipped with water and sewer connections.
- Permit fee: - Pre-manufactured building: $6.70 per m2 of gross floor area.
  - On-site construction building: $13.36 per m2 of gross floor area.

BUILDING PERMIT ISSUANCE

1. Plans Review

Upon completion of the plans review the applicant will be contacted by email and advised of any outstanding issues.

2. Agreement and Securities

Before the building permit can be issued an agreement must be executed and securities must be posted. The applicant will be contacted when the agreement is prepared. Securities, in the form of a Letter of Credit in the amount of $40,000.00 must be provided with the executed agreement.
CONTACT: Permit Expediter, permit.expediter@brampton.ca or 905-874-2401

3. Occupancy Permit

When construction is complete and before the structure is occupied:

- Submit a Notice of Completion to the Inspection Office requesting a final inspection for occupancy.

4. Removal and Return of Securities

Securities will be returned only upon written request to the Manager of Plans and Permits in the Building Department and only upon the issuance of a demolition permit and completion of inspections to confirm the complete removal of the structure, associated signage, closure of the site access (where applicable) and restoration of the site.

Permits
building.inquiries@brampton.ca
Tel. 905-874-2401

Inspections
inspection.services@brampton.ca

Zoning Services
zoninginquiries@brampton.ca

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