

## Electronic Submission of Permit Applications

### How to apply online:

1. Log in to the Brampton Building and Business Portal [brampton.ca/bbportal](https://brampton.ca/bbportal)  
(If you need information on setting up a user account, see the Create a User Account FAQs, call 905-874-2401 for assistance or email [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca)).
2. Complete the online submission form.
3. Upload application forms and drawings.

### Required Attachments for Residential Permits

- Applicable Law Checklist
- Schedule 1: Designer Information
- Legal Property Survey
- Site Plan
- Architectural Drawings and details
- Plumbing Data Sheet (if applicable)
- HVAC Calculations and Drawings (if applicable)

For further details on what's required for residential permits, check the application packages on [this web page](#).

### Required Attachments for Industrial, Commercial or Institutional Permits

- Applicable Law Checklist
- Schedule 1: Designer Information (if applicable)
- Commitment to Provide General Review (if applicable)
- Letter of Use (if applicable)
- Legal Property Survey (if applicable)
- Site Plan or Key Plan
- Architectural Drawings and details
- Plumbing Data Sheet (if applicable)
- HVAC Calculations and Drawings (if applicable)

For further details on what's required for industrial, commercial or institutional permits, check the application packages on [this web page](#).

### IMPORTANT notes about the applicant and owner information:

- When you are logged in to the portal, your applicant information will be provided through your user account.
- If the applicant is different than the owner, **please provide the accurate owner information** in your portal submission, including the owner's exact email address. A reminder that you will be declaring on your application that the information is true to the best of your knowledge and in compliance with applicable law. The owner will be able to log in, view and pay for their applications on the portal as long as the correct information for the owner was provided.

**Submission Requirements:**

1. Documents are required to be submitted as **unprotected** PDFs
2. Maximum individual file size for upload is 250 MB (If your file is over 250MB, email [Building.Inquiries@brampton.ca](mailto:Building.Inquiries@brampton.ca)).
3. Please upload your "Required Attachments" with the following naming convention: "Attachment Type"\_"Project Location Address"  
i.e. Site Plan\_1 Main St  
Architectural Drawings\_1 Main St  
Plumbing Data Sheet\_1 Main St  
HVAC Calculations\_1 Main St
4. Special characters in the file name, such as (&,.%\*#@!"?/:)' may cause the file upload to fail.

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

1. You will see your submission under **My Submissions** on the portal.

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

2. The Building Division staff will pre-screen your application to determine if all the necessary information has been included to deem the application complete.
3. You will be advised by email if your application is incomplete and asked to rework the submission on the portal. Make sure you upload document(s) that are asked for before you click the **Rework Completed** button. You cannot make edits to the fields you entered when you made your submission. You can only attach new documents.
4. If your application is accepted, you will receive an e-mail advising you to log into the portal to pay your permit fee deposit. The permit will be listed for payment under **My Permit Applications** on the portal.

**My Permit Applications**  
Please use this section to view and manage your permit applications.

5. Once payment has been received, your application will be reviewed for compliance with the Ontario Building Code and any other applicable laws. You will be contacted if changes are required to your application. You will be able to upload revised documents on the portal as well. Make sure you upload document(s) that are asked for before you click the **Information provided** button.
6. Once the review is completed, you will be contacted if any additional fees are owing. You can log into the portal to make payment.
7. When your permit fees are paid in full, your permit will be issued. The permit will be listed under **My Issued Permits**. You can click the **Detail** button next to a permit to view more details about the permit. You can click the **Process** tab to be able to book inspections.

**My Issued Permits**  
Please use this section to view and manage your issued permits.