

Building Permit Requirements **Garden Suite (Detached)**

Pre-application Approvals Checklist

Before finalizing the design ensure that the garden suite you wish to build either meets the requirements of or is not affected by the following regulations or requirements.

ZONING Review the relevant zoning by-law with a zoning plans examiner to confirm the use, parking, size and setback limitations that affect your property.

CONTACT: zoninginquiries@brampton.ca

URBAN DESIGN, ENGINEERING & HERITAGE PLANNING Garden Suites will be subject to the Garden Suite Custom Home Approval Process which includes Urban Design and Engineering approvals. Heritage Approvals will also be required where applicable.

CONTACTS:

URBAN DESIGN

905-874-2053

PUBLIC WORKS & ENGINEERING

roa.permits@brampton.ca

HERITAGE PLANNING

heritage@brampton.ca

Please utilize the following link to get more information about submission requirements for Custom Home-Garden Suites : [Garden Suite/Custom Home Approvals](#)

CONSERVATION AUTHORITY If any part of the lot 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.

CONTACTS:

TRCA (Toronto & Region Conservation Authority)

planning&permits@trca.ca

CVCA (Credit Valley Conservation Authority)

www.cvc.ca

Preparing the Building Permit Submission

The following approvals must be obtained before a building permit application can be submitted.

GARDEN SUITE CUSTOM HOME APPROVAL Submit a fully dimensioned site plan, floor plans, elevation drawings and property survey through the City's Urban Design Department for review and approval. A grading and drainage plan prepared by a professional engineer or surveyor (OLS) is required for Development Engineering. The site plan shall also include the location and setback information for the Garden Suite. A survey stamped by a surveyor (OLS) is required to verify the property configuration and the location of the existing dwelling unit.

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PRIVATE SEWAGE SYSTEM If the lot is not serviced by municipal sanitary sewers, the location and design of the private sewage system must be submitted as part of the building permit submission. The location of the tile bed and tank must be provided on the site plan.

Building Permit Requirements

Garden Suite (Detached) (continued)

Building Permit Application

The following documents and fee are required for a complete permit application submission. Only a **complete** application will be accepted.

- 1. **Completed building permit application** consisting of:
 - Application form “Permit to Construct or Demolish” (No longer required. Will be part of your Brampton Portal submission.)
 - Schedule 1: Designer Information
 - Schedule 2: Designer Information for septic system (where applicable)
 - Applicable Law Checklist
 - Confirmation of Registration under [Tarion](#) new Home Warranty may be required.
- 2. **Site plan stamped approved by Zoning, Urban Design and Engineering.**
- 3. **Complete architectural plans** and specifications
 - Note:
 - 1) If roof or floor trusses are specified a copy of the engineer’s stamped drawings and specifications must be provided.
 - 2) Designs for structural slabs and any other design elements outside of the scope of Div, B, Part 9 of the OBC must be stamped by a professional engineer and provided.
 - 3) Elevation Drawings **stamped approved by Zoning and Urban Design.**
- 4. **HVAC** layout and calculations
- 5. [Water Pipe Sizing Data Sheet - A House With Three Dwellings Units Or One of Two Dwelling Units With A Garden Suite](#) **or**
Completed Statement of Design and site evaluation report for the septic system (if privately serviced lot). The septic system must be shown on the site plan.
- 6. **Apply online:** [Building Permits Online](#)
- 7. **Registration Fee** of \$200.00 and **Permit Fee** of \$1945.73 per garden suite.

Building Permit Issuance

The applicant will be contacted by telephone at the completion of the review and advised of the balance of permit fees owing and any outstanding items or issues including:

DEVELOPMENT CHARGES	A copy of the receipt as proof of payment of Cash in Lieu of Parkland and Education Charges must be provided prior to the issuance of the building permit. Contact the Finance Department at admin.development@Brampton.ca to confirm the amount payable,		
WATER	Municipal – A separate water connection to municipal services is not required. Water connection to existing services forms part of the permit. Where an upgrade to services is required contact the Region of Peel for approvals		
	CONTACT:	REGION OF PEEL ENGINEERING	siteplanservicing@peelregion.ca
	Well – If water is to be supplied by a well, proof of potable water must be supplied. Water samples can be tested at the Region of Peel, 44 Peel Centre Drive, Brampton.		
	CONTACT:	REGION OF PEEL PUBLIC HEALTH	(905)-799-7700