

Building and Occupancy Permit Application

All of the following information is necessary to facilitate a thorough and timely evaluation to ensure that new construction or changes are performed to national code requirements and local codes for safety. All materials submitted must be clear, legible and precise, all drawings submitted must be stamped, dated and signed by a qualified professional. The minimum time required to review the following information by the GTH is 30 business days, for more complex projects the review time may take longer. The review timeline does not begin until the proponent has submitted all of the required documentation. The review time is for the initial review only any resubmissions will extend the timelines required.

A. Applicant/owner information			
1.	Applicant is the: Owner Authorized Agent of the Owner (Provide documentation/letter to confirm status of the authorized agent)		
2.	Applicant Information:		
	Business name:	Sole Proprietor Incorporated (Provide a copy of Certificate of Incorporation) Partnership	
	Last name:	First name:	
	Contact name: (If different than above)	Email:	
	Mailing address:	Telephone:	Cell phone:
			Fax:
	City:	Province/State:	Postal Code/Zip Code:
3.	Builder information (Optional)		
	Last name:	First name:	
	Corporation:		

	Mailing address:	Telephone:	Cell Phone:
	City:	Province/State:	Fax:
			Postal Code/Zip Code:

	Email:
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B. General project information

1.	Project municipal address:
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2.	Project legal description:
	Surface parcel # _____
	Lot(s) _____ Block _____
	Plan Number _____

3.	Project value:
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	Estimated start date:
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	Completion date:
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4.	Size of building: (m ²)	Length: (m)	Width: (m)	Height: (m)
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C. Purpose of application:

1.	New construction Addition Alteration or repair Demolition
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2.	Proposed use of building:
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For office use only

Date submission received in full:

Date submission approved:

Development Officer signature