

## Application for a Permit to Construct or Demolish

For office use only		Application submitted to:	
Permit #	Permit Renewal #		
AA#	Date		
PID#			
Application for : <input type="checkbox"/> Building Permit <input type="checkbox"/> Development Permit <input type="checkbox"/> Demolition Permit			
<b>A. Project Information</b>			
Street name		Lot	
Community			
Estimated construction value \$			
<b>B. Applicant</b>			
		Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner	
Last name or Corporation/Partnership		First name	
Street address		Unit number	
Community	Province	Postal Code	E-mail
Telephone number	Fax	Cell Number	
<b>C. Owner (if different from applicant)</b>			
Last name or Corporation/Partnership		First name	
Street address		Unit number	
Community	Province	Postal Code	E-mail
Telephone number	Fax	Cell Number	
<b>D. Contractors</b>			
General Contractor		Builder	
Foundation		Electrical	
Plumbing		Ventilation installer	
Chimney/Furnace/Wood stove installer		Heat source	
<b>E. Purpose of Application</b>			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Move			
Proposed use of building			
Description of proposed work			
<b>F. Land Use Information</b>			
Total lot area		Existing use	
<b>G. Gross Floor Area (sq. ft.)</b>			
Basement		First Floor	
Second Floor		Garage	Total
Building permit fee \$		Date paid	Receipt #
Development permit fee \$		Date paid	Receipt #
<b>H. Municipal Water and/or Sewer Permit Required?</b>			
Yes/No	Fee \$	Date paid	Receipt #
<b>I. Plot Plan</b>			
Please note the location, size and outline of all buildings, existing and proposed, to be located on the property in the area below. Give all applicable dimensions of the building, additions, <b>lot and yard distances (including any easements)</b> . The names of abutting streets should also be shown. (use separate sheet, if necessary)			
<b>J. Mobile Home</b>			
Contractor: Move		Setup	
Purchased from (name & location)		Manufacturer	Year
Serial Number	New/Used	Size (length & width)	Estimated Value \$
<b>K. Declaration of applicant</b>			
I declare that the information and statements contained in this application are true and that the plans and specifications submitted are for the construction of the building described. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until a permit is issued. It is clearly understood by the undersigned that the changes in the design must be submitted for approval <b>prior</b> to construction.			
Date _____		Signature of applicant _____	
		Print name of applicant _____	
<b>L. Approved by</b>			
Date _____		Signature of Building Inspector _____	

**THE FOLLOWING SECTION IS FOR OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

**1. LOT AND LAND USE**

Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**2. CIVIC ADDRESS**

Road/Route: \_\_\_\_\_  
(Number) (Name)

Community: \_\_\_\_\_

Other: \_\_\_\_\_

Distance: \_\_\_\_\_ meters/feet

Comments: \_\_\_\_\_

\_\_\_\_\_

**3. DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS**

Sent on \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

**4. DEPARTMENT OF ENVIRONMENT AND LABOUR**

Sent on \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

**5. LETTERS OF UNDERTAKING**

Received \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

**6. DEVELOPMENT PERMIT ISSUED**

Date: \_\_\_\_\_

Development Officer: \_\_\_\_\_

**7. BUILDING/DEMOLITION PERMIT ISSUED**

Date: \_\_\_\_\_

Building Inspector: \_\_\_\_\_

**8. OCCUPANCY PERMIT ISSUED**

Date: \_\_\_\_\_

Building Inspector: \_\_\_\_\_

**9. FEES**

**10. WATER & SEWER PERMIT FEE \$ \_\_\_\_\_**

Building Permit \$20.00

1st Floor \_\_\_\_\_ x \_\_\_\_\_ sq.ft. = \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_ x \_\_\_\_\_ sq.ft. = \_\_\_\_\_

Basement Floor \_\_\_\_\_ x \_\_\_\_\_ sq.ft. = \_\_\_\_\_

Garage \_\_\_\_\_ x \_\_\_\_\_ sq.ft. = \_\_\_\_\_

Subtotal \_\_\_\_\_

Development Permit \_\_\_\_\_

Total \_\_\_\_\_