

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			
A. Project Information			
Street name		Lot	
Community			
Estimated construction value \$			
B. Applicant			
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	
C. Owner (if different from applicant)			
Last name or Corporation/Partnership		First name	
Street address			Unit number
Community	Province	Postal Code	E-mail
Telephone number	Fax	Cell Number	
D. Contractors			
General Contractor		Builder	
Foundation		Electrical	
Plumbing		Ventilation installer	
Chimney/Furnace/Wood stove installer		Heat source	
E. Purpose of Application			
<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			
F. Land Use Information			
Total lot area		Existing use	
G. Gross Floor Area (sq. ft.)			
Basement		First Floor	
Second Floor		Garage	Total
Building permit fee \$		Date paid	Receipt #
Development permit fee \$		Date paid	Receipt #
H. Municipal Water and/or Sewer Permit Required?			
Yes/No	Fee \$	Date paid	Receipt #
I. Plot Plan			
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, lot and yard distances (including any easements) . The names of abutting streets should also be shown. (use separate sheet, if necessary)			
J. Mobile Home			
Contractor: Move		Setup	
Purchased from (name & location)		Manufacturer	Year
Serial Number	New/Used	Size (length & width)	Estimated Value \$
K. Declaration of applicant			
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 prior to construction.			
Date _____		Signature of applicant _____	
		Print name of applicant _____	
L. Approved by			
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. = _____

2nd Floor _____ x _____ sq.ft. = _____

Basement Floor _____ x _____ sq.ft. = _____

Garage _____ x _____ sq.ft. = _____

Subtotal _____

Development Permit _____

Total _____