

Land Owner Information

Owner Name: _____ BIN: _____
 Address: _____ Postal Code: _____
 Tel: _____ Cell: _____ Email: _____

When permit is ready:

MAIL or CALL

Permit is mailed if not indicated for picked up 1

Applicant / Leaseholder Information

As Above OR Applicant Name: _____ Authorization Attached
 Address: _____ Postal Code: _____
 Tel: _____ Cell: _____ Email: _____

Application Type:

- Development Permit
- Sign Permit
- Footing Permit
- Building Permit
- Demolition Permit
- Occupancy Permit
- Permit Renewal

Job Site Information

Site Address: _____ Corner Lot Yes No
 Lot Dimensions: _____ Area: _____
 Survey or Location Certificate Attached Yes No
 Existing Buildings on Site Yes No If Yes, present use of existing buildings?

Project Description:

Building Information

Height _____ Depth / Width _____
 Front Yard (setback) _____ Rear Yard (setback) _____
 Left Side (setback) _____ Right Side (setback) _____
 Flanking Side (setback) _____ # Floors _____
 # Units _____ # Bedrooms _____
 Parking Spaces _____ Driveway Width _____
 New Units Created _____

Site Plan Information

- Show all dimensions
- Show location of building/structures
- Show location and size of driveway/parking spaces
- Show all street names
- Locate and show size of all easements across property

Please provide Name and Contact Info for the following

Designer / Architect _____ # _____
 Engineer _____ # _____
 General Contractor _____ # _____
 Electrical / HVAC _____ # _____
 Plumber _____ # _____
 Foundation Contractor _____ # _____

The Following are attached:

- Complete Application
- Application Fee \$ _____
- Design Drawings / Plans
- If for a sign permit, a scaled design

Estimated Project Value: \$ _____

I declare that the information contained in this application is true and that the plans 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 changes in the design must be submitted for approval prior to construction.

Office Use Only

Permit # _____
 PID _____
 Class of Work _____ Land Use By-Law _____
 Development Permit Issued _____
 Footing Permit Issued _____
 Building Permit Issued _____
 Occupancy Permit Issued _____
 Demolition Permit Issued _____

_____/_____
 Name Date