

ASSOCIATED BUILDING PERMIT ☐

BUILDING PERMIT NO. _____

CHANGE IN USE ☐**CONTACT INFORMATION**

OWNER: _____	APPLICANT: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
CITY / PROVINCE: _____	CITY / PROVINCE: _____
POSTAL CODE: _____	POSTAL CODE: _____
PHONE NO.: _____	PHONE NO.: _____
EMAIL: _____	EMAIL: _____

PROPERTY INFORMATION

MUNICIPALITY: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

DESCRIPTION OF USE(S): _____

REQUIRED INFORMATION

Site Plan (must include building, parking, landscaping, aisles, loading spaces, exits and entrances, etc...)	<input type="checkbox"/>	Letter of Intent describing the business (should include type of business, hours of operation, number of employees, etc...)	<input type="checkbox"/>
Floor Plans - Existing and Proposed layouts Maximum Hard Copy Size of 11" x 17"	<input type="checkbox"/>	Commercial Plan Review Fee payable by debit, cheque or cash (Please refer to fee schedule)	<input type="checkbox"/>
Status of Title (current within 30 days of application)	<input type="checkbox"/>		

ADDITIONAL REQUIREMENTS*(Following application, RRPD to advise if further approvals are required – not an exhaustive list)*

Interior Development Permit	<input type="checkbox"/>	Development Agreement	<input type="checkbox"/>
Letter of Authorization	<input type="checkbox"/>		

DECLARATION*The undersigned hereby applies for a permit in accordance with this application, all municipal by-laws and provincial regulations applicable thereto.*

Applicant Name: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

PLAN REVIEW RECEIPT NO.: _____	ROLL NO.: _____
DATE OF SUBMISSION: _____	ZONE: _____
RECEIVED BY: _____	