

### 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 HOME OCCUPATION: \_\_\_\_\_  
 (Company Name, hours of operation, type of business customers attending home, signage, # of employees, space to be occupied, etc...)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROPOSED BUILDING INFORMATION

Floor area of dwelling or accessory being used for the home occupation: \_\_\_\_\_

### REQUIRED INFORMATION

Floor Plan Maximum Hard Copy Size of 11" x 17"	<input type="checkbox"/>	Residential Plan Review Fee payable by debit, cheque or cash (Please refer to fee schedule)	<input type="checkbox"/>
Letter of intent detailing type of Home Occupation	<input type="checkbox"/>		

### ADDITIONAL REQUIREMENTS

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

Municipal Business License	<input type="checkbox"/>	Letter of Authorization	<input type="checkbox"/>
Proof of Ownership	<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:	_____		

# DECLARATION

I, the undersigned am the authorized agent/owner named in this application for a permit. I acknowledge that;

1. All statements and representations contained in this application for permit and the plans and specifications are correct, accurate, and adhere to any applicable legislation, by-laws, codes and standards;
2. I am responsible for searching any caveats registered on title and ensuring that the construction complies with the caveats;
3. I am responsible for ensuring the construction complies with any development agreement registered against the title
4. Any unauthorized changes from the plans and specifications or building location as specified in this application shall void the permit;
5. The Principal Authority is relying upon the statements and representations made in the application and in the plans and specifications in considering the permit;
6. The issuance of a permit by the Principal Authority does not waive, amend or change any requirements in another by-law or provincial law and regulations; and I am responsible to ensure that the construction complies with any requirement in another by-law or provincial law and regulations. I understand that this may require me to apply to other agencies requiring permits/approvals;
7. The Principal Authority is not responsible for any claim, loss or damage caused by (1) an error, omission, or incorrect information contained in the application / permit or the submitted plans and specifications, (2) the application for permit and the plans and specifications not adhering to all applicable legislation, by-laws, codes, and standards, or (3) my failure to comply with the terms of the permit.
8. For administrative purposes, where information is missing or required to be included, authorization is given by the undersigned to add information where required in order to complete this application.

APPLICATIONS EXPIRE 6 MONTHS FROM THE ORIGINAL DATE OF SUBMISSION.

## APPLICANT

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)

## OWNER

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)