

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

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: _____	