

CONTACT INFORMATION

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

MUNICIPALITY: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

DESCRIPTION OF WORK(S): _____

PROPOSED BUILDING INFORMATION

Existing Plumbing: YES <input type="checkbox"/> NO <input type="checkbox"/>	Square Footage: _____	Estimated Value: \$ _____
Fireplace: YES <input type="checkbox"/> NO <input type="checkbox"/>	Secondary Suite: YES <input type="checkbox"/> NO <input type="checkbox"/>	Kitchen: YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED INFORMATION

Detailed Floor Plan <input type="checkbox"/> A floor plan must include, interior walls and hallways, bathroom facilities, windows and doors, any appliances such as stoves, refrigerators, water heater etc., interior features such as fireplaces, saunas and whirlpools and the use of all rooms and areas intended. Maximum Hard Copy Size of 11" x 17"	Residential Plan Review Fee payable by debit, cheque or cash <input type="checkbox"/> <i>(Please refer to fee schedule)</i> Basement Development Declaration Form <input type="checkbox"/>
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ADDITIONAL REQUIREMENTS

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

Proof of Ownership Letter of Authorization

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)