BUILDING CODE SERVICES

Change of Use – No Construction
Transfer of Application or Permit Ownership

Project Information

Municipal Address: _____

Lot No. _____ **Plan No.** _____

Purpose of Application:

☐ **Change of Use – No Construction**

☐ **Transfer of Permit Ownership** ☐ **Transfer of Application**

Description of Work: _____

Applicant/Agent:	**Name**		**Email Address**
	Address		**Postal Code**
	Phone No.	**Cell No.**	**Fax No.**
Property Owner:	**Name**		**Email Address**
	Address		**Postal Code**
	Phone No.	**Cell No.**	**Fax No.**
Former Owner: (if applicable)	**Name**		**Email Address**
	Address		**Postal Code**
	Phone No.	**Cell No.**	**Fax No.**
Contractor:	**Name**		**Email Address**
	Address		**Postal Code**
	Phone No.	**Cell No.**	**Fax No.**
Architect/Designer:	**Name**		**Email Address**
	Address		**Postal Code**
	Phone No.	**Cell No.**	**Fax No.**

Declaration of Applicant

I, _____ certify that:
(print name)

1. The information, contained in this application and attached plans, is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable)

_____ _____
(Signature of Applicant) (Date)

Personal information on this form is collected under the authority of the Building Code Act and will be used in the processing of your Building Permit Application. Questions regarding the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Office at 580-2424 ext. 21898.

For Office Use Only

Application Number: _____ **Permit Number:** _____

Date Received: _____ **Date Issued:** _____