



# Application for Permit to Occupy a Building Prior to Completion

This form is authorized under the City of Pickering Building By-law  
Effective January 1, 2011

<b>Office Use Only</b>			
<b>Application Number</b>		<b>Date Received</b>	
<b>Received By</b>		<b>Total Permit Fee</b>	
<input type="checkbox"/> <b>Building Inspection Clearance</b>		<input type="checkbox"/> <b>Fire Prevention Inspection Clearance</b>	
<input type="checkbox"/> <b>Plumbing Inspection Clearance</b>		<input type="checkbox"/> <b>HVAC Inspection Clearance</b>	
_____ <b>Signature – Clerk, Building Permits</b>		_____ <b>Date</b>	
<b>Application approved pursuant to subsection of the Ontario Building Code, Division C, subclause 1.3.5.1(n)</b>			
_____ <b>Signature – Chief Building Official</b>		_____ <b>Date</b>	
<b>A. Project Information</b>			
Building Number, Street Name		Unit No.	Lot/Con.
Municipality	Postal Code	Plan Number/Other Description	
<b>B. Applicant      Applicant is   <input type="checkbox"/> Owner or   <input type="checkbox"/> Authorized Agent of Owner</b>			
Last Name	First Name	Corporation or Partnership	
Street Address		Unit No.	Lot/Con.
Municipality	Province	Postal Code	Email Address
Telephone Number	Fax Number		Cellular Number
<b>C. Owner (if different from applicant)</b>			
Last Name	First Name	Corporation or Partnership	
Street Address		Unit No.	Lot/Con.
Municipality	Province	Postal Code	Email Address
Telephone Number	Fax Number		Cellular Number



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## D. Area to be Occupied

1) Total number of unit(s) proposed for occupancy in this application. \_\_\_\_\_ Unit(s)

Description (floor/unit number)

2) Total floor area proposed for occupancy in this application. \_\_\_\_\_ m<sup>2</sup>

Description of area

Plans showing the floor area of the building for which occupancy is requested are included in this application (if applicable).  Yes  No

## E. Declaration of Applicant

I \_\_\_\_\_ declare that:  
(please print name)

1) The information contained in this application, attached plans, and other attached documentation is true to the best of my knowledge.

2) If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Personal information contained in this form is collected under the authority of the *Building Code Act, 1992*, and the City of Pickering Building By-law and will be used to process your application for occupancy of a building prior to completion. Questions about this collection should be directed to the Chief Building Official, One The Esplanade, Pickering, ON, L1V 6K7, 905.420.4631.