

# APPLICANT'S\* ACKNOWLEDGEMENT OF AN INCOMPLETE APPLICATION

Date: \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

To be completed by Permit Application Clerk

APPLICATION No(s): \_\_\_\_\_  
 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

## A – PRELIMINARY APPLICATION ASSESSMENT (Please Print) - to be completed by Customer Service Plans Examiner

1. PROJECT LOCATION \_\_\_\_\_ # \_\_\_\_\_ street \_\_\_\_\_ unit/suite \_\_\_\_\_ Brampton city \_\_\_\_\_ postal code \_\_\_\_\_

2. SUBMISSION REVIEW	OK	DOCUMENTS AND INFORMATION STILL REQUIRED
i. <u>APPLICATION FORMS</u> (Div C Clause 1.3.1.3.(5) a) to d)) <ul style="list-style-type: none"> <li>• Correct form</li> <li>• Applicant is authorized agent or owner</li> <li>• All fields on form completed in full &amp; correct</li> <li>• Schedule 1 _____ required                              _____ completed in full &amp; correct</li> <li>• Schedule 2 _____ required &amp; complete</li> </ul>		
ii. <u>PERMIT DOCUMENTS</u> <ul style="list-style-type: none"> <li>• Plans</li> <li>• Specifications</li> <li>• Technical Support Documents</li> <li>• Other details, clearances, etc.</li> </ul>		
iii. <u>APPLICABLE LAW</u> <ul style="list-style-type: none"> <li>• Reference attached list of Applicable Law</li> <li>• List any missing Applicable Law compliance and documents required</li> </ul>		

## B – APPLICANT'S\* ACKNOWLEDGEMENT (Please Print) - to be completed by Applicant

\* The applicant, for the purposes of the acknowledgement of an incomplete application, is the person authorized to submit this application on behalf of the owner and/or authorized agent of the owner.

I, \_\_\_\_\_ last name \_\_\_\_\_ first name \_\_\_\_\_

of \_\_\_\_\_ # \_\_\_\_\_ street \_\_\_\_\_ apt/suite \_\_\_\_\_ city \_\_\_\_\_ province \_\_\_\_\_ postal code \_\_\_\_\_

do declare:

- THAT I am  the owner of the land that is the subject of the application  
 the owner's authorized agent (if the owner is a Corporation or Partnership I have the authority to bind the Corporation or Partnership)  
 authorized to submit this application on behalf of the owner and/or authorized agent
- THAT I have reviewed the information provided in Part A of this form and acknowledge that the requirements for a complete application have not been satisfied
- THAT the time period prescribed in OBC Division C, Table 1.3.1.3. Column 3 for notification of issuance or refusal of a permit does not apply to the subject application and
- THAT this document satisfies the notification requirements set out in OBC Division C Sentence 1.3.1.3.(6)

\_\_\_\_\_  
 Signature

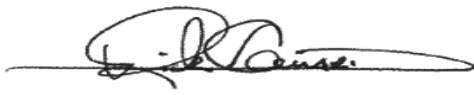
\_\_\_\_\_  
 Date (day/mth/yr)

## C – AUTHORIZATION TO ACCEPT THE INCOMPLETE APPLICATION

\_\_\_\_\_  
 Customer Service Plans Examiner BCIN \_\_\_\_\_  
 or

Supervisor or  Manager BCIN \_\_\_\_\_  
 (where application is subject to Site Plan Control)

\_\_\_\_\_  
 Date (day/mth/yr)

AUTHORIZATION  
  
 \_\_\_\_\_  
 CHIEF BUILDING OFFICIAL