

# APPLICANT'S\* ACKNOWLEDGEMENT OF AN INCOMPLETE APPLICATION

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

To be completed by Permit Application Clerk	
APPLICATION No(s): _____	Entered by: _____
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. APPLICATION FORMS (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. PERMIT DOCUMENTS	
<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. APPLICABLE LAW	
<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 (DD/MM/YY)

## C – AUTHORIZATION TO ACCEPT THE INCOMPLETE APPLICATION

_____		AUTHORIZATION	
Customer Service Plans Examiner	BCIN	_____	_____
or	_____	_____	_____
<input type="checkbox"/> Supervisor or <input type="checkbox"/> Manager (where application is subject to Site Plan Control)	BCIN	Date (DD/MM/YY)	CHIEF BUILDING OFFICIAL