

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"> • Correct form • Applicant is authorized agent or owner • All fields on form completed in full & correct • Schedule 1 _____ required _____ completed in full & correct • Schedule 2 _____ required & complete 	
ii. <u>PERMIT DOCUMENTS</u>	
<ul style="list-style-type: none"> • Plans • Specifications • Technical Support Documents • Other details, clearances, etc. 	
iii. <u>APPLICABLE LAW</u>	
<ul style="list-style-type: none"> • Reference attached list of Applicable Law • List any missing Applicable Law compliance and documents required 	

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		AUTHORIZATION
or	_____	_____	_____	
<input type="checkbox"/> Supervisor or <input type="checkbox"/> Manager	BCIN	Date (day/mth/yr)	_____	CHIEF BUILDING OFFICIAL
(where application is subject to Site Plan Control)				