



**BUILDING DIVISION**  
 1-8850 McLaughlin Road  
 Brampton, ON L6Y 5T1  
 Phone: 905.874.2401  
 Fax: 905.874.2499

# REQUEST FOR TRANSFER OF OWNERSHIP

|                   |  |   |  |
|-------------------|--|---|--|
| <b>Date Stamp</b> |  | <b>Building Permit Number</b>                           |  |
|                   |  |   |  |
|                   |  | <b>Building Permit Revision Numbers (If Applicable)</b> |  |
|                   |  | <b>Accepted By</b>                                      |  |

**NOTE: A Request for Transfer of Ownership form must be completed for each permit.  
 (Exception – Revisions to a permit can be taken in as one application.)**

|                 |               |            |
|-----------------|---------------|------------|
| <b>LOCATION</b> | _____         |            |
|                 | # Street Name | Unit/Suite |

|                  |   |  |
|------------------|---|--|
| <b>APPLICANT</b> | Name _____  |  |
|                  | First   | Last   |
|                  | Mailing Address _____                                 |  |
|                  | Email Address _____                                   |  |
|                  | Phone No. _____                                       |  |
|                  | <b>I, hereby, declare that I am the:</b>              |  |
|                  | <input type="checkbox"/> Property Owner               | <input type="checkbox"/> Authorized agent of the owner |
|                  | <input type="checkbox"/> An officer/employee of _____ | which is an authorized agent of the company.           |
|                  | Company Name  |  |
|                  | Applicant Signature _____                             | Print Name _____                                       |
|                  | Date _____  |  |

|                 |                       |      |
|-----------------|-----------------------|------|
| <b>OWNER(s)</b> | Name _____            |      |
|                 | First                 | Last |
|                 | Mailing Address _____ |      |
|                 | Email Address _____   |      |
|                 | Phone No. _____       |      |

**IMPORTANT INFORMATION FOR APPLICANT**

- Permit documents (drawings and permit card) must be on site at time of inspections.
- Book inspections with inspector by using the online form:  
<https://www.brampton.ca/EN/residents/Building-Permits/Inspections/Pages/Request-an-Inspection.aspx>
- The Inspection:
  - Determine outstanding inspections and general review reports requirements.
  - Determine outstanding deficiencies.
  - The inspector(s) will provide a report summarizing the outstanding inspections, general review reports and any other required actions.
- Upon completion of all required inspections and notices, an occupancy permit will be issued (if required by Code) and a Certificate of Final Inspection provided verifying that all inspections have been completed.

| FOR OFFICE USE ONLY       |                             |                |   |
|---------------------------|-----------------------------|----------------|---|
| Transfer of Ownership Fee |                             | Items Provided |   |
| \$                        | Amount Paid (at submission) |                | Building Permit Card  |
|                           |                             |                | Link to Purchase Drawings from Document Services                  |
|                           |                             |                | Link to GeoHub Postcard to check status of permit and inspections |