

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 _____
 or

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

 AUTHORIZATION


 Date (day/mth/yr) CHIEF BUILDING OFFICIAL