



Change of Use, Partial Occupancy & Transfer of Permit

This form is authorized under section 8(1.1) of the *Building Code Act*

Updated: August 2019

A. Project information

Street Address: Unit No. Lot/Con:
Municipality: Postal Code: Plan Number:

B. Purpose of application

Change of use Partial Occupancy Transfer of Permit

Proposed Use of Building: Current Use of Building:

Description of Proposed Work:

C. Applicant

Applicant is: Owner or Authorized Agent of Owner (if selected complete and attach authorization form)

Last Name: First Name: Corporation or Partnership:
Street Address: Unit No. Lot/Con:
Municipality: Postal Code: Province:
Telephone Number: Cell Number: Email:

D. Owner (if different from applicant)

Last Name: First Name: Corporation or Partnership:
Street Address: Unit No. Lot/Con:
Municipality: Postal Code: Province:
Telephone Number: Cell Number: Email:

E. New Owner (if applicable for transfer of permit)

Last Name: First Name: Corporation or Partnership:
Street Address: Unit No. Lot/Con:
Municipality: Postal Code: Province:
Telephone Number: Cell Number: Email:

F. Declaration of applicant

I, the undersigned certify that the information I have provided on this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge

Date: Signature:

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board or health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St, 2nd Floor, Toronto, M5G 2ES (416) 585-6666.