



Change of Use, Partial Occupancy & Transfer of Permit

This form is authorized under section 8(1.1) of the *Building Code Act*
Updated: January 2015

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 2E5 (416) 585-6666.