



# 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, 2<sup>nd</sup> Floor. Toronto, M5G 2E5 (416) 585-6666.