

INCOMPLETE APPLICATION DECLARATION*

TOWN OF WHITCHURCH-STOUFFVILLE

(*This form is pursuant to an 'Application for a Permit to Construct or Demolish')

Application/Permit #: 2010-	Project Address or Legal Property Description:
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This voluntary form should be completed whenever a knowingly incomplete application is submitted for a Building Permit. The benefit to the 'Applicant' is that staff will continue to process the application, notwithstanding the outstanding issues. Incomplete submissions without being accompanied by this signed form will not be entitled to the same continued processing.

Applications are considered incomplete if: the application fees, charges and deposits are not paid in full, the application is unsigned or all applicable fields have not been filled, information substantiating applicable law or sufficient plans and specifications have not been attached.

Only the owner or owner's agent can complete this INCOMPLETE APPLICATION DECLARATION form. The Ontario Building Code defines an owner as the registered owner, a lessee or a mortgagee in possession. An owner's agent is a person acting on behalf of the owner.

DECLARATION attesting to the submission of an incomplete application

I acknowledge that this application for a Building Permit does **not** meet the requirements for a complete submission as defined by Ontario Building Code, Regulation 350/06, Division C, Part 1, Sentence 1.3.1.3.(5) and therefore I am **not** entitled to a Building Permit within the time periods as stipulated in Column 3 of Table 1.3.1.3.

Notwithstanding the above, I wish to have the application accepted for processing and I understand that a Permit cannot be issued until all the information is submitted and reviewed for compliance.

I attest that the information contained herein is true to the best of my knowledge **and** that I have the authority to bind the corporation or partnership (if applicable) **and** that I am acting as the owner or the owner's agent.

Name (PRINT)

Signature

Date