



A) Deficiencies

A preliminary review of the permit application submission to perform _____ (describe work)

at _____ (location of work) reveals that the application is incomplete in that the

following items are missing.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> foundation plans | <input type="checkbox"/> mechanical drawings | <input type="checkbox"/> site plan (survey) | <input type="checkbox"/> other (list below) |
| <input type="checkbox"/> floor plans | <input type="checkbox"/> plumbing drawings | <input type="checkbox"/> lot grading plan (survey) | _____ |
| <input type="checkbox"/> roof plans | <input type="checkbox"/> HVAC calculation form | <input type="checkbox"/> HVAC calculation form | _____ |
| <input type="checkbox"/> reflected ceiling plans | <input type="checkbox"/> heat loss / gain calc. form | <input type="checkbox"/> application is incomplete | _____ |
| <input type="checkbox"/> elevations | <input type="checkbox"/> engineers stamp (mech.) | <input type="checkbox"/> schedule D (sup. data) | _____ |
| <input type="checkbox"/> detailed wall section | <input type="checkbox"/> electrical drawings | <input type="checkbox"/> schedule F (design form) | _____ |
| <input type="checkbox"/> sections | <input type="checkbox"/> engineers stamp (elec.) | <input type="checkbox"/> schedule G (auth. agent) | _____ |
| <input type="checkbox"/> structural drawings | <input type="checkbox"/> site servicing drawing | <input type="checkbox"/> schedule J (demo data) | _____ |
| <input type="checkbox"/> engineer stamp (strutural) | <input type="checkbox"/> engineer stamp (site) | <input type="checkbox"/> fee is not submitted | _____ |

As such, the application is not entitled to the processing time periods prescribed in *Column 3 of Table 2.4.1.1B* of the Ontario Building Code.

The City of Thorold Building Division will however accept the incomplete application for processing if the Acknowledgement in Section B of this document is completed.

B) Declaration of Applicant

I _____ (print name) acknowledge that my application for permit to perform

_____ (describe work) at _____ (location of work)

does not meet the requirements of 2.4.1.1B (5) of the Ontario Building Code and therefore it is not entitled to the time periods prescribed in Column 3 of Table 2.4.1.1.B of the Ontario Building Code.

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

_____ (date)

_____ (signature)