



**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)