# Development Permit Application

## (Commercial & Housing)

### Tenant Information

<table>
<thead>
<tr>
<th>Construction Address</th>
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<tbody>
<tr>
<td>Street Number</td>
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### Contact Information

<table>
<thead>
<tr>
<th>Applicant</th>
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<tbody>
<tr>
<td>Company Name</td>
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<tr>
<th>Contractor</th>
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<tbody>
<tr>
<td>Company Name</td>
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### Standard Documentation Requirements

**Plans required:**

6 copies of site plan indicating new and proposed information

**Documentation required:**

1. Copy of present status of title
2. Copy of existing Building location certificate (not applicable for vacant land)
3. Municipal Engineers Contact Name and phone number
4. Contractors contact name and phone number
5. Copy of Letter of Authorization from property owner/manager

### Zoning Requirements

**Information required:**

- The dimensions of all bldgs. & separations from buildings
- Dimensions from all structures to property lines
- Parking surfacing indicated on plans
- Dimensions & number of parking and loading spaces
- All fences, curbs and wheel stops are required to shown on the plans
- All accessory structures must be shown

### Plan Examination Electrical Requirements

(applicable for parking lots with electrical service only)

**Documentation required:**

- Electrical plans and / or details
- 2 copies of details and specifications shall be submitted
- The responsible professional shall submit a 'Letter of Responsibility' for the Electrical systems for this building.
## Public Works Requirements

**Information required:**
- The location of existing and/or proposed catch basins
- Geodetic plan and calculations of lot grading
- Sewer and water connections indicated with sizes and locations
- The number of plumbing fixtures in existing and/or proposed building
- Construction access indicated
- The direction of existing and/or proposed lot drainage patterns

**Public Works (Streets) Requirements**

**Information required:**
- The type of surfacing on existing approaches shown as (concrete, asphalt, gravel etc.)
- The type(s) of vehicles that enter the property shall be indicated
- The size and location of existing approaches
- The type of existing street surface indicated (concrete, asphalt, gravel etc.)
- Existing sidewalks and/or proposed sidewalks

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Please bring this completed form to the Zoning & Permits Branch, Unit 31 - 30 Fort Street
For more information please call 311