

How to Fill Out a Building Permit Application

This How To Document shows how to fill out the Application to Construct or Demolish.

Section A

Please fill out everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly).

Section B

Check the Box that best applies, Current Use of Building is what the building is currently used as (ex. House, Garage, Duplex, etc.), Proposed Use of Building is what it will be used for after the proposed work is completed. If unchanged put "Same"

Section C

Choose "Owner" or "Applicant". The Owner is the person who the property is deeded to. The applicant is everyone else that applies for a permit who is NOT the owner. Fill out all remaining information except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly) Please be aware that if you are applying on behalf of the owner you will require an Authorized Agent form to be filled out and signed by the owner giving you permission to apply on their behalf. (See the Forms Section)

Section D

If you are the Owner and have filled out your information above in *Section C* then please just write "SAME" in the last name field of this section. If you are applying on behalf of the owner then please fill out the Owners information as requested on the form. Everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly)

Section E

Fill out information of the contractor doing the work, If you are the Owner and have filled out your information above in *Section C* then please just write "SAME" in the last name field of this section.

Section F

This section is only filled out if you are building a new house and the contractor is a Taron Registered Builder. The Builder should provide this information to you. All other projects select "NO" to both.

Section G

Ensure that you have completed the Schedule 1 Designer Information Sheet. This will need to be provided for all projects. (See How to Fill out Schedule 1 Guide).

Section H

Leave Blank – This is filled out by the building inspector.

Section I

Print and Sign your name and date the application.