

Applicant's Acknowledgement of an Incomplete Application

Pursuant to Division C, Part 1, Article 1.3.1.3. of the Building Code

For use by Principal Authority		
Address	Application No.	Date Received

A. Preliminary Application Assessment

A pre-screening of the application described above reveals it is incomplete in that all applicable laws have not been met and/or insufficient plans and specifications have been provided at the time of application. The incomplete items include but are not necessarily limited to items described below.

* Plans & Specifications	Required but Not Received	Forms	Required but Not Received
Lot Grading (approved by Development Engineering)		*Application to Construct or Demolish	
Site Plan, Site Services and Survey		*Commonly Used Applicable Laws	
Architectural Drawing Set		Tree Declaration	
Structural Drawing Set		Schedule 1 / Schedule 2	
Engineered Truss Package		Land and Building Use Declaration	
Engineered Floor Framing Package		OBC Matrix / Statement of Design	
Mechanical Drawing Set (incl. Plumbing)		Energy Efficiency / SB-10 / SB-12	
Mechanical Calcs, Specs, & Reports		Commitment to General Review	
Sprinkler & Fire Alarm Drawing Set		Owner's Letter of Undertaking	
Electrical Drawing Set (incl. Magnetic Locks)		Plumbing Data	
Septic Design Drawings & Calculations		App'ts Acknowledgement of an Incomplete App'n	
Other		Other	
Clearances & Reports		Applicable Law	
Engineering Clearance (Site Servicing)		*Official Plan / *Zoning / *CoA / *LPAT	
*Conditional Permit (Agreement Executed)		Site Plan Ag't (*Planning Endorsement for CND)	
Well Report (Potable Water) (MOECP)		*Heritage Approval	
Ministry of Health (X-rays)		*TRCA Approval	
York Region (Health, Reg. Roads)		MTO / Regional Roads / Toronto	
Other		Record of Site Condition / *MOECP	
		Source Water Protection (Section 59)	
Fees		Education / Child Care / Daycare	
*Payment of Fees		*DC / *Cash-in-lieu / Community Benefit (Prior to Issuance)	
Other		Other	
		*Required prior to Conditional Permit acceptance or issuance	

B. Applicant's Acknowledgement

I _____ do declare that
(print name)

1. I am the owner of the land that is the subject of the application
 the owner's authorized agent (if the owner is a Corporation or Partnership, I have the authority to bind the Corporation or Partnership)
 authorized to submit this application on behalf of the owner and/or authorized agent
2. I have reviewed the information provided in this form and acknowledge that the requirements for a complete application have not been satisfied,
3. the time period prescribed in OBC Division C, Table 1.3.1.3. Column 2 for notification of issuance or refusal of a permit does not apply to the subject application and
4. this document satisfies the notification requirements set out in OBC Division C, Sentence 1.3.1.3.(6).

_____ Date

_____ Signature

Personal information contained in this form is collected under the authority of the *Building Code Act, 1992*. Information collected will be used to administer the building permit process and the Building Code Act. This information will be used by the City of Vaughan and will become a part of Building Standards files, where applicable. Questions about this collection can be directed to Coordinator – Programs and Projects, City of Vaughan, Building Standards Department, 2141 Major Mackenzie Drive, Vaughan ON L6A 1T1, 905-832-8510.