

District Offices:

- North York                       Toronto and East York  
 Scarborough                       Etobicoke York

Request Date	Day	Month	Year

**This form is an application for an occupancy permit for the partial occupancy of a building prior to its completion, as set out in the Ontario Building Code Div. C, Part 1, Subsection 1.3.3. An Occupancy Permit is not required to occupy a house.**

## Project Location

Street No.	Street Name

Proposed Areas (Floors, suites) to be occupied

Proposed Occupancy Date (10 Business Days Advance Notice Required)

## Applicant Information

Last Name	First Name	Area Code and Telephone No.

Company Name (if applicable)

Street No. & Name	Apt./Unit No.	Area Code and Fax No.

City	Province	Postal Code	Area Code and Mobile / Pager No.

E-mail address

..... Applicant's Signature ..... Date .....

### Please Note:

**This Request must be accompanied by payment in accordance with the City of Toronto Municipal Code, Chapter 363 and includes the first 5 hours of inspection time. For fees applicable to the current year, please refer to the Toronto Building Website: [http://www.toronto.ca/building/fee\\_schedule.htm](http://www.toronto.ca/building/fee_schedule.htm)**

**Reports from your project professionals must be submitted to the inspectors. These reports must confirm the project status and compliance with the Ontario Building Code provisions for occupancy.**

- Mail                       E-Mail                       Fax                       Pick-Up

The personal information on this form is collected under the City of Toronto Act, 1997, By-law No. 894-1999, 226-1999, 163-1998, and will be used for processing building permit applications and creating aggregate statistical reports. Questions about this collection may be referred to a manager at the appropriate district.