

District Offices:

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|--------------------------------------|--------------|--|--------------|
| <input type="checkbox"/> North York | 416-395-7000 | <input type="checkbox"/> Toronto and East York | 416-392-7539 |
| <input type="checkbox"/> Scarborough | 416-396-7526 | <input type="checkbox"/> Etobicoke York | 416-394-8002 |

Date			Folder No.
Day	Month	Year	

Type of Review (please choose one only, see reverse for information)

- Preliminary Project Review (PPR) Pre-Application Applicable Law Review (PAL)

Please type or print in ink

Project Location and Description

IBMS Property RSN:

Street No.	Street Name	Unit No.
Existing Use		Proposed Use

Project Description

Owner Information (Mandatory for PAL Review)

IBMS People RSN:

Owner Last Name (If Person)		First Name	
Owner (If Company/Partnership)		Company Officer	Position
Street No. and Name			Apt./Unit No.
City	Province	Postal Code	Area Code and Telephone No.

Applicant's Declaration

IBMS People RSN:

I,	Last Name	First Name	Area Code and Telephone No.
	Company Name (if applicable)		
of	Street No. and Name	Apt./Unit No.	Area Code and Fax No.
	City	Province	Postal Code
	E-mail address		

do hereby declare the following:

- That I am the owner as stated above
 the owner's authorized agent
 an officer/employee of, which is an authorized agent of the owner.
 an interested party (**applicable for PPR only**)
- That statements contained in this request form are true and made with full knowledge of all relevant matters and of the circumstances connected with this request.
- That the information included in this request and in the documents filed with this request are correct.
- That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described and are submitted in compliance with copyright law.
- That I understand that this review does not relieve the owner from complying with the Ontario Building Code Act, all applicable By-laws and Regulations.
- A Building Permit application made by the owner/applicant for this proposal within 1 year of the date of issuance of the Notice of Compliance will be eligible for a reduction in fees equal to the fee paid for this PAL review. This does not apply to PPR's.

I hereby certify that I have read and agree to abide by the conditions above.

..... Applicant's Signature Date Building Division Witness Print Initials
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Office Use Only

PPR Fee:	Estimated Value of Proposed Construction		Total PPR Fee
PAL Fee:	Proposed GFA	Service Index (SI)	Estimated Permit Fee
	x	=	x 25% =
			Total PAL Fee

The personal information on this form is collected under the City of Toronto Act, 1997, By-laws 783-2001, 894-1999, 226-1999, 163-1998 and the Building Code Act, 1992, and will be used for processing building permit applications and creating aggregate statistical reports. Questions about this collection may be referred to the Customer Service Manager in the appropriate district at the number listed above.

Preliminary Project Review (PPR)

PPR Program

- The PPR is a review of a proposal to determine its compliance with the City's zoning bylaw.
- The PPR review is available for all types of proposals but is specifically intended for Committee of Adjustment applications, business licenses, Right of Way Management permits such as curb cuts, Site Plan or Rezoning applications and preliminary projects
- The PPR program provides one review of plans submitted. Additional information or changes to the proposal will require a new request.
- Zoning compliance or noncompliance and areas where compliance could not be determined will be identified in writing. Other Municipal Applicable Law compliance required for the issuance of a building permit will also be identified.
- The PPR fee is nonrefundable
- The fees for the PPR program are as follows:

Type of Request per Registered Lot		Fee per Request
Signs	- First-party Identification Signs	\$75 for the first two and \$25 for each additional sign. Maximum \$150
	- Third-party Advertising Signs	\$75 for each sign. Maximum \$225
Accessory residential buildings and structures, such as garages, porches and balconies; and Additions not exceeding 10 m ²		\$75
New Houses (Single and Semi-Detached)		\$175
New buildings, additions or conversions where the construction cost is less than \$1 million, other than houses		\$250
New buildings, additions or conversions, where the construction is \$1 million or more, other than houses		\$500
All other proposals not described		\$125

Submission Requirements

All plans must indicate existing and proposed uses, be fully dimensioned and drawn to scale. Please be aware that incomplete information will limit the extent of the review and the response provided. The following is required:

- A survey if available
 - A detailed site plan, fully dimensioned and showing adjacent properties and buildings including setbacks
 - Floor plans, fully dimensioned indicating uses of all spaces
 - Applicable elevations and cross-sections
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Pre-Application Applicable Law Review (PAL)

PAL Review Program

- The PAL Review is a detailed review of a proposal intended for a future building permit application to determine zoning compliance and confirm compliance with all other applicable law.
 - All Zoning and applicable law issues will be identified in writing within specified timeframes depending on the type of project.
 - The PAL Review program is a review that results in the issuance of a Notice of Compliance with Applicable Law and is not limited to one review.
 - The fee for the PAL review is 25% of the estimated Building Permit fee
 - The fee for a Building Permit application will be reduced by the amount of fee paid for a PAL Review provided the application is for the same proposal and made within 1 year of the date of the issuance of the Notice of Compliance.
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Submission Requirements

All plans must indicate existing and proposed uses, be fully dimensioned and drawn to scale.

- A survey if available
- A detailed site plan, fully dimensioned and showing adjacent properties and buildings including setbacks
- Floor plans, fully dimensioned indicating uses of all spaces
- Applicable elevations and cross-sections
- Documents and information relating to Applicable law.