

Date (yyyy-mm-dd)
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*Note: You now have the option of submitting your completed application via Email, by clicking the Email button above.*

### Property Information

File No.		Closing Date (yyyy-mm-dd)	
Street No.	Street Name		Postal Code
Reason for Request:			
<input type="checkbox"/> Purchase <input type="checkbox"/> Refinancing <input type="checkbox"/> Other			
Legal Description			
Assessed Owners			
New Owners			
Present Use of Property			
Comments or Notes			

### Applicant Information

First Name		Last Name		Company Name (if applicable)	
Street No.	Street Name			Suite/Unit No.	Telephone No.
City/Town		Province		Postal Code	Fax No.
E-mail Address					

### Payment Method

Please enclose the fee and mail the complete application to:					
Toronto Building Division, North York Civic Centre 5100 Yonge St. Toronto ON M2N 5V7 (416) 395-7000					
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit <input type="checkbox"/> Phone Line					
<i>Note: Only cheques will be accepted with a mailed in form, other payment methods must be made in person or over the phone.</i>					
<b>You will receive the following information, if applicable.</b>					
• Zoning designation		• Active Sign Permits and applications			
• Active Building Permits and applications		• Active Committee of Adjustment applications			
• Outstanding orders or violation files – Building and Municipal Licensing & Standards		• Committee of Adjustment decision or history			

The personal information on this form is collected under the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and the Ontario Building Code Act, S.O. 1992, Chapter 23. The information collected will be used for processing applications and creating aggregate statistical reports. Questions about this collection may be referred to the Customer Service Manager in the appropriate district. Toronto East York District, 100 Queen Street West, Ground Floor, West Tower, Toronto M5H 2N2; North York District, 5100 Yonge Street, 1st Floor, Toronto M2N 5W4; Etobicoke York District, 2 Civic Centre Court, 1st Floor, Toronto M9C 2Y2; Scarborough District, 150 Borough Drive, 3rd Floor, Toronto M1P 4N7.  
Phone: (416) 397-5330

