

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.

|                   |               |
|-------------------|---------------|
| Permit Folder No. | AO Folder No. |
| Date (yyyy-mm-dd) |               |

### District Offices

|  |                                     |                                      |   |
|--|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Toronto and East York | <input type="checkbox"/> North York | <input type="checkbox"/> Scarborough | <input type="checkbox"/> Etobicoke York |
|--|-------------------------------------|--------------------------------------|---|

### Project Information

|  |             |
|--|-------------|
| Street No.   | Street Name |
| Proposed Area (Floors, suites) to be occupied                      |             |
| Proposed Occupancy Date (10 Business Days Advance Notice Required) |             |

### Applicant Information

|                              |             |                |                   |
|------------------------------|-------------|----------------|-------------------|
| First Name                   |             | Last Name      |                   |
| Company Name (if applicable) |             |                | Telephone No.     |
| Street No.                   | Street Name | Suite/Unit No. | Mobile No.        |
| City/Town                    | Province    | Postal Code    | Fax No.           |
| E-mail Address               |             |                |                   |
| Signature                    |             | Print Name     | Date (yyyy-mm-dd) |

### Note

**This request must be accompanied with 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 in PDF format either by e-mail or an CD/DVD. These reports must confirm the project status and compliance with the Ontario Building Code provisions for occupancy.**

### Method of Response

|                               |                                 |                              |                                  |
|-------------------------------|---------------------------------|------------------------------|----------------------------------|
| <input type="checkbox"/> Mail | <input type="checkbox"/> E-mail | <input type="checkbox"/> Fax | <input type="checkbox"/> Pick-Up |
|-------------------------------|---------------------------------|------------------------------|----------------------------------|

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.

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