

**Acknowledgement by Applicant
of Incomplete Application**

Pursuant to Division C Sentence 1.3.1.3(6) of the Ontario Building Code
Alternate formats available upon request at 905.683.7575

Application Number		Date (m/d/y)
Address		
Unit Number	Lot/Concession	

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

Incomplete Items at the time of Application

- Applicable law approvals have not all been obtained, as described below or in the attached Applicable Law Checklist.
- All of the required documents which must be filed with this application have not been provided, including the items described below or in the attached document submission checklist.

According to the Ontario Building Code and the City’s Building By-law, since this application is incomplete it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the Ontario Building Code within which the permit must be issued or refused.

Applicant's Waiver

The undersigned acknowledges that:

- a) the application described above does not meet the requirements of Div. C-1.3.1.3(1) of the Ontario Building Code and hereby waives any rights to the permit being issued or refused within the time periods prescribed in the Ontario Building Code; and
- b) the items described above must be completed before this application can be fully processed or a permit issued.

If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.

Applicant Name (please print)

Signature of Applicant

Date

Personal information contained on this form is collected pursuant to *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing your Acknowledgement by Applicant of Incomplete Application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, T. 905.420.4611.