Acknowledgement by Applicant of Incomplete Application

Pursuant to Division C, Part 1.3.1.3 (5) of the Building Code

For use by Principal Authority			
Application number:	Date received:		
Building number, street name		Unit number	Lot/con.

A prescreening 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 compliance summary

❑ 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 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 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 Division C, Part 1.3.1.3(5) of the Building Code and hereby waives any rights to the permit being issued or refused within the time periods prescribed in the building code; and
(b) the items described above must be completed before this application can be fully processed or a permit issued.

I have authority to act on behalf of the corporation or partnership with respect to this application(if applicable)

_____ _____

Date Signature of applicant