

For enquiries dial 311  
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From outside the City of Toronto (416) 392-CITY (2489)  
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District Offices:

☐ North York

☐ Toronto and East York

☐ Scarborough

☐ Etobicoke York

Date

Day

Month

Year

Folder No.

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

☐ Preliminary Project Review (PPR)

☐ Zoning Certificate (ZC)

Please type or print in ink

Project Location and Description

Street No.

Street Name

Unit No.

Existing Use

Proposed Use

Project Description

Owner Information (Mandatory for ZC Review)

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

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

Area Code and Mobile / Pager No.

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 Zoning Certificate will be eligible for a reduction in fees equal to the fee paid for the Zoning Certificate. 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 (mm/dd/yy)

Building Division Witness

Print Initials

Office Use Only

PPR Fee:

Estimated Value of Proposed Construction

Total PPR Fee

ZC Fee:

Proposed GFA

Service Index (SI)

Estimated Permit Fee

Total ZC Fee

The personal information on this form is collected under the City of Toronto Act, 2006 and the Building Code Act 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.