Planning, Building & Development Department
Building Services
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Acting Chief Building Official

SUPPLEMENTAL INFORMATION FOR CONDITIONAL PERMIT

For use by Principal Authority

Application number	Permit number (if different)
Date Received	Roll Number

1. Conditional Permit information (please check Yes or No or provide information requested)

Type of Construction ☐ New Building ☐ Addition Alteration ☐ Other _____

Is Application already submitted for full Permit or other Permit? ☐ Full Permit ☐ Other _____ ☐ Neither

If Conditional Permit is for structural shelll or complete building and full Permit/other Permit is not applied for please complete Supplementary Information For for Non-Housing Projects IF-NH. Has SIF-NH been completed and submitted? ☐ Yes ☐ No

Why is full Permit or other Permit not issued? ☐ Site Plan ☐ Construction Drawings Not Complete ☐ Other Approval Required _____

Owner or Permit Applicant must specify reasons why a Conditional Permit is requested.

Yes	No	
☐	☐	Is Owner aware a Conditional Permit requires a formal Agreement to be executed in which the Owner accepts all risks associated with construction prior to full approval, including agreeing to remove the construction authorized by the Conditional Permit if full approval is not subsequently received?
☐	☐	Is Owner aware a Letter of Credit must be provided as security to ensure demolition of the construction authorized by the Conditional Permit if full approval is not subsequently received?
☐	☐	Is Owner or Permit Applicant aware a Conditional Permit may only be granted Conditional on Site Plan approval if a Site Plan Application has been submitted, the site plan drawings circulated to all responding Agencies, and no significant issues have been identified by the Agencies?
☐	☐	Is Owner or Permit Applicant aware there there is an extra fee associated with a Conditional Permit equal to a minium of 20% of the Permit Application fee required for the Permit if it were not Conditional?
☐	☐	Is Owner or Permit Applicant aware that if a Conditional Permit is granted conditional on Site Plan approval, no site works, (including water and sewer services) may be constructed until Site Plan is approved and further Permits have been issued?

NOTE: SUBMISSION OF FALSE INFORMATION MAY RESULT IN PERMIT BEING REVOKED.