



Authority to Occupy

Project Information

Street No.	Street Name
Proposed Area (Floors, suites) to be occupied	
Number of Dwelling Units to Be Occupied	Proposed Occupancy Date (10 Business Days Advance Notice Required)

Applicant Information

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Mobile Number	
E-mail Address			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Signature</div> <div>_____ Print Name</div> <div>_____ Date (yyyy-mm-dd)</div> </div>			

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: <https://www.toronto.ca/services-payments/building-construction/apply-for-a-building-permit/building-permit-fees/>

Reports from your project professionals must be submitted to the inspectors in PDF format. These reports must confirm the project status and compliance with the Ontario Building Code provisions for occupancy.

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, sections 8 and 386; the Building Code Act, 1992, sections 7, 8(1) and (2); and, the City of Toronto Municipal Code, Chapter 363, Building Construction and Demolition, sections 363-1.3 and 363-3.9. The information collected will be used for the administration and enforcement of the Building Code Act, 1992, specifically for the purposes of processing applications for building permits, and making a decision for the purpose of issuing or to refusing to issue the permit applied for, including but not limited to determining if the application for a building permit is full and complete, and whether the application meets the requirements of section 8 to permit issuance and the provisions of the Ontario Building Code, as well as the creation and use of aggregate statistical reports concerning the City's operation respecting the administration and enforcement of the Building Code Act, 1992. Questions about this collection can be directed to the Customer Experience Manager, 2 Civic Centre Court, 1st Floor, Toronto, Ontario, M9C 5A3, or by telephone at 416-394-2499

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