



Acknowledgement by Applicant of an Incomplete Application

Pursuant to Sentence 1.3.1.3.(6) of Division C of the Ontario Building Code

PART A – Submittal of an Incomplete Application to Construct or Demolish

A prescreening of the application to _____

(describe work)

at _____

(location of work)

has been completed, and has reveal that the application is incomplete, in that the following items are missing:

As such, the processing time periods prescribed in Sentence 1.3.1.3.(1) of Division C of the Building Code are not applicable at the time of initial receipt of the above reference application.

The Corporation of the Township of Norwich will hold the submittal and continue processing the incomplete application if the Acknowledgement below is completed.

PART B – Declaration of Incomplete Application

I, _____
(print name of applicant)

am the owner or am the person described by Sentence 1.3.1.2. of Division C of the Ontario Building Code, in reference to the property as Described in Part A, and have authority to bind the corporation or partnership as applicable.

I acknowledge that the application as describe in Part A to this Letter does not meet the requirements of Division C, 1.3.1.3.(6) of the Building Code, and as the below date the processing time periods prescribed in Table 1.3.1.3. of the Building Code are not applicable to the submittal of the application referenced in Part A.

Notwithstanding the above, I request that the Corporation commence processing of the incomplete application. I understand that a permit cannot be issued until such time as all the required information is submitted, reviewed for compliance and all applicable fees, charges and deposits are paid in full.

(Date)

(Signature of Applicant)