



Addendum: Conditional Permit Application

pursuant to 8.(3) of the *Building Code Act*

For use by City of Kitchener	
Application Number:	Date received:

Section A: Project Information
Building number, street name
This is an application for: A new conditional building permit. <i>Complete Sections B, C, E and F</i> An extension to the expiry date of an existing conditional permit. <i>Complete Sections D, E and F</i>

Section B: Request for Conditional Permit <i>[see Guide on reverse side of form for footnotes]</i>
Indicate which part(s) of the building you are requesting to construct under a conditional permit.
Shoring ⁽¹⁾ Site Servicing ⁽²⁾ Footing and Foundation ⁽³⁾ Shell or Full Building ⁽⁴⁾ Model Home ⁽⁵⁾
Indicate the projected completion date for the scope of work requested:
Indicate the projected first residential occupancy date for the complete project:

Section C: Mandatory Approvals <i>[Complete for new Conditional Permit Applications only]</i>
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A conditional permit cannot be issued if any of the following approvals are required and are incomplete.		
Not Applicable	Complete	Mandatory Approvals for Conditional Permit Issuance
		Zoning compliance (s. 34 & 38 of the Planning Act and removal of Hold Provisions)
		Site Plan Approval - Approval in Principle (AIP)
		Ontario Heritage Act (i.e. designated buildings)
		Grand River Conservation Authority
		s 5 Environmental Assessment Act i.e transit or waste management projects, water & wastewater works
		Encroachment agreements on adjacent public or private property
		Model Home Agreement

Section D: Request to Extend the Expiry Date of an Issued Conditional Permit
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Scope of work approved under the issued conditional permit:			
Shoring ⁽¹⁾	Site services ⁽²⁾	Footing and Foundation ⁽³⁾	Shell/Full Building ⁽⁴⁾

Section E: Outstanding Approvals

Indicate what the outstanding approvals are, the date you applied and the anticipated approval dates.		
Approval Type	Date Applied	Anticipated Approval Date / Scheduled Council Date
Site Plan Approval		
Record of Site Condition		

Section F: Declaration of Applicant

I hereby declare that:	
1. I have authority to act on behalf of the Owner, corporation or partnership with respect to this application, 2. The information contained in this request is true to the best of my knowledge.	
Date	Signature of Applicant

This is a form prescribed by the Chief Building Official pursuant to the City of Kitchener Building By-law. Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Guide to Schedule 3: Conditional Permits

This Guide is intended to provide assistance to permit applicants in completing the Conditional Permit Addendum. Please contact our Permit Expeditor permit.expeditor@kitchener.ca if you require clarification or assistance.

Section A

Complete the project address, the permit application number for the same scope of work as the conditional permit and indicate if this is a new conditional permit request or an extension to an existing conditional permit. New conditional permit requests are required to complete Sections A, B, C, E and F of Schedule 3. Requests to extend the expiry date are required to complete Sections A, D, E and F.

Sections B

Footnotes:

- (1) Shoring: a conditional permit does not authorize encroachment onto public or adjacent private properties. The applicant is advised to seek additional approvals from other agencies, City of Kitchener divisions, or private persons accordingly. Fencing is required to be erected to the satisfaction of the Chief Building Official prior to construction.
- (2) Site Servicing: Includes underground sanitary, storm and/or water services from the property boundary, throughout the property, and/or to the proposed or existing building(s).
- (3) Footing and Foundation: includes the foundation columns and walls, may include plumbing, fire protection on levels below grade and only the floor slab at the first level (grade).
- (4) Shell or Full Building: may include all construction, including HVAC, plumbing, fire protection for the portion of the building or part thereof. Occupancy and requesting occupancy inspections is not permitted under a conditional permit.
- (5) Model Home: requires a model home occupancy inspection to be passed prior to the public being admitted. An additional occupancy inspection/permit must be obtained for occupancy by the homeowner prior to use as residential.

Section C

Where any of the approvals listed in this Section are required and incomplete, a conditional permit cannot be issued.

Section D

Section D must be completed where a conditional permit has previously been issued and a request is being made to extend the date specified in the conditional permit agreement by which all conditions must be met.

Section E

List all outstanding approvals, the date applied and the anticipated approval date. The anticipated approval date will be used to determine the expiry date for the conditional permit.

Items / Documents to be submitted with Addendum: Conditional Permit

The following are required to be submitted with applications for new conditional permits:

- A completed Application for a Permit to Construct or Demolish
- A completed Addendum: Conditional Permit
- Non-refundable conditional permit fee, as stipulated in our current Building By-law
- Complete and coordinated construction documents to support the type of permit application