APPLICATION FOR
ZONING (OCCUPANCY) CERTIFICATE
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

PURPOSE
A zoning (occupancy) certificate is required for any new use or change in type of use of a property, in accordance with the Ontario Planning Act and City of Kitchener Zoning By-law (referred to as Certificate of Occupancy).

Please allow 3 weeks for processing.

Email to: Owner ☐ Applicant ☐ (if you require alternate arrangements please contact our office)

1. APPLICATION FEES
Cash or cheque (payable to the City of Kitchener):
☐ Regular - $161.00
☐ Home Business (floor plan must be submitted with this application) - $79.00

2. FEE PAYMENT (must be received prior to issuance of Zoning (Occupancy) Certificate)
Please indicate which form of payment will be provided. Accepted forms of payment include:
☐ Cash ☐ Credit card
☐ Cheque (payable to the City of Kitchener) ☐ Debit card

3. PROPERTY INFORMATION
   a) Name of business:______________________________
   b) Address of business (include unit # if applicable):______________________________
   c) Proposed use (include floor area breakdown – i.e. 25% office, 75% warehouse)

____________________________________________________________________________

   d) Number of employees (if home business, only list employees who do not reside at address of business; if manufacturing, total number of employees on the 2 greatest consecutive shifts):
____________________________________________________________________________

   e) Number of individual service bays for motor vehicle repair inside building (NOT bay doors) (if within 14 metres of a residential zone, refer to Section 5.29 (By-law 85-1) or Section 4.15.1 (By-law 2019-051):
____________________________________________________________________________

   f) Number of motor vehicles on display for sale or lease (if applicable):
   g) Date of commencement:
   h) Please indicate as follows: ☐ Expansion of existing business ☐ New business
      ☐ Relocating from outside Kitchener ☐ Relocating from within Kitchener
      ☐ Home business (owner must reside at address) ☐ Residential
   i) Floor area (indicate square metres or square feet below):
      Building Gross Floor Area______________________________ Occupant Gross Floor Area______________________________
   j) Previous use (be specific; if residential, indicate if single detached, semi-detached, duplex or multiple):
____________________________________________________________________________
4. BUSINESS OWNER

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Company:</td>
<td>Extension:</td>
</tr>
<tr>
<td>Street Address:</td>
<td>Email:</td>
</tr>
<tr>
<td>City/Province:</td>
<td>Postal Code:</td>
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5. APPLICANT (if other than business owner)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Company:</td>
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</tbody>
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STATUTORY DECLARATION

I, ________________________________, solemnly declare that:

a) I am the (please select):  ☐ property owner  ☐ applicant on behalf of property owner  ☐ business owner  ☐ applicant on behalf of business owner

b) I have personal knowledge of the particulars of this application
c) All the information and statements given with this application, drawings and specifications are true to the best of my knowledge and belief
d) I know of no reason why this Zoning (Occupancy) Certificate should not be granted in pursuance of this application
e) I acknowledge that submission of this application does not guarantee approval and that no refunds will be issued if the application is withdrawn or refused.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner/Applicant:_________________________ Date:_________________________

STAFF USE ONLY

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<tr>
<th>Zoning:</th>
<th>C of A Required?</th>
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<tbody>
<tr>
<td>Use:</td>
<td>Parking Plan:</td>
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<tr>
<td>Parking Requirement:</td>
<td>Regulations Met?</td>
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<tr>
<td>Site Plan Approval Required?</td>
<td>Building Permit Required?</td>
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<tr>
<td>Comments:</td>
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Parking on Site: Used to Date: Required: Remaining: Reviewed By: Date: