



APPLICATION FOR LETTER OF ZONING COMPLIANCE AND BUILDING PERMIT INFORMATION

Planning and Housing Policy Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

1. APPLICANT INFORMATION

File Number (if applicable): _____ Requisition/Closing Date: _____

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

Signature of Applicant: _____ Date: _____

2. SUBJECT PROPERTY

a) Municipal address of property subject to application: _____
b) Assessment Roll No.: _____
c) Legal description of subject property: _____

3. USE OF PROPERTY

Please provide details on requested use(s) of property (be specific):

4. APPLICATION FEES

Residential Use

- Regular (3 weeks) - **\$153.00** (up to 4 dwelling units per lot)
- Regular (3 weeks) - **\$391.00** (multiple dwellings with 5 units or more per lot)
- Express (5 business days) - **\$616.00**

All Other Uses (mixed use, industrial, institutional, or commercial)

- Regular (3 weeks) - **\$549.00**
- Express (5 business days) - **\$832.00**

Additional Requests (2 weeks)

- Amendment (Update to letter already issued within the last 6 months) - **\$120.00**
- Special Information Letter (i.e., propane storage) - **\$348.00**

5. FEE PAYMENT (must be received prior to issuance of Zoning and Building Compliance Letter)

Please indicate which form of payment will be provided. Accepted forms of payment include:

- Cash / Debit (in-person only)
- Cheque (payable to the City of Kitchener)
- Credit card

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