



Municipal District of Willow Creek No. 26
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The Inspections Group Inc
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Please submit all permit applications to south@inspectionsgroup.com for review and processing.

BUILDING PERMIT APPLICATION FORM

Development Permit Number: _____

Estimated Project Completion Date: _____

New Home Warranty Number (if applicable): _____

Project Value (labour and material): \$ _____

Applicant Type: ☐ Owner ☐ Contractor

Work: ☐ has not started ☐ is in progress ☐ is complete

OWNER / APPLICANT: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

CONTRACTOR: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

PROJECT LOCATION:

Municipality: _____ Subdivision / Hamlet Name: _____

Street Address: _____

Legal Land Description: LSD: _____ Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Lot: _____ Block: _____ Plan: _____ Tax Roll Number: _____

Directions: _____

BUILDING TYPE:

- ☐ Single Family Residential
☐ Multi Family Residential
_____ (number of dwelling units)
☐ Commercial
☐ Industrial
☐ Institutional
☐ Other (specify) _____

TYPE OF WORK:

- ☐ New Construction ☐ Basement Development
☐ Relocation ☐ Secondary Suite
☐ Addition ☐ Wood-Burning Appliance
☐ Renovation ☐ Deck
☐ Demolition ☐ Accessory Building
☐ Change of Occupancy ☐ Swimming Pool, Hot Tub
☐ Other (specify) _____ ☐ Roof-Mounted Solar

BUILDING AREA:

- ☐ m² ☐ ft²
Main Floor _____
Second Floor _____
Third Floor _____
Basement Developed ☐ Yes ☐ No
If YES, Basement _____
Garage _____
Deck _____
Porch, Veranda _____
Other (specify) _____
Total _____

DESCRIPTION OF WORK: _____

Permit Applicant's Name (print)

Permit Applicant's Signature

Homeowner's Signature (homeowner permit only)

I hereby declare that I am the owner of the premises where the work will be conducted and/or currently reside or intend to reside on the property. I assume responsibility for ensuring compliance with the applicable Act and Regulations.

Please be advised that payment must be received before any code review is processed or a permit is issued.

TIGI OFFICE USE ONLY

PAYMENT TYPE:

☐ Cheque ☐ Mastercard ☐ Visa ☐ AMEX ☐ Interac ☐ e-Transfer ☐ Invoice

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

= Total Cost: \$ _____

Receipt #: _____

APPLICATION DETAILS:

Application Date: _____

Permit Number: _____

* \$4.50 or 4% of the permit fee maximum \$560.00

The personal information provided as part of this application is collected under the authority of the Safety Codes Act, the Municipal Government Act, and in accordance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). This information is required and will be used for issuing permits, verifying and monitoring compliance with safety codes, and for property assessment purposes. The name of the permit holder and nature of the permit may be made available to the public upon request. If you have any questions about the collection or use of your personal information, please contact the Municipality.