

# Building Division

## Application for Revision after Permit Issuance - Application Guide



### Description

A request for revision or amendment to the scope of work after permit issuance has already been granted

### General Information

A revision to the building permit is required for any deviations for the existing permit issued for the scope of work.

### Required Drawings (as applicable)

#### Survey or Site Plan

Survey or site plan with area of revision clearly marked/bubbled to indicate changes. If proposed changes affect Zoning related information such as setback, coverage, pervious etc the Site Plan must be updated to include the revised calculations for review.

#### Floor Plans, Elevations, Sections & Details – Architectural & Structural

All floor plans, elevations, sections and details with proposed revisions are to be clearly marked/bubbled to indicate changes. All affected pages shall be included in submission.

**Note:** Drawings prepared by a qualified Designer as defined by the Ontario Building Code, must include designer's name, Building Code Identification Number (BCIN), signature, and statement that the designer has reviewed and takes responsibility for the design and meets the qualifications set out in the Ontario Building Code as a Designer or other/independent Designer.

### Required Forms

- **Application for Revision after Permit Issuance**
- **Zoning Review Declaration** \* if required
- **Schedule 1 Designer Information or Commitment to General Review** \* if required
- **Letter of Authorization / Owner's Authorization Form** \* if required

### Required Fees – Residential

Revisions are charged at an hourly rate as per the Townships Fees and Charges By-Law. A minimum of 1hour will be charged at onset of application. Any additional fees as a result of time incurred for reviews will be due prior to the issuance of the revision permit.

Revision Fee (min 1 hour charged at time of application)	\$ per By-Law
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Should you have any questions or require clarification please contact the Building Division, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-5321 or [bldsubmissions@king.ca](mailto:bldsubmissions@king.ca)

# Building Division Application for Revision after Permit Issuance



A. Project Information		
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
B. Applicant Information		
Owner		Authorized agent
Last Name	First Name	
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
Phone Number	Email	
D. Owner Information (if different than Applicant)		
Last Name	First Name	
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
Phone number	Email	
Description of changes:		
Declaration of Applicant		
<p>I certify and acknowledge that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>2. The existing permit to which this revision applies to may be put on hold and no further inspections booked until the revision has been approved or withdrawn.</li> <li>3. The minimum fee is due at time of revision application and additional fees if required as a result of the review will be paid prior to issuance of the revision permit.</li> <li>4. I have submitted this application with the knowledge and consent of the firm, corporation or partnership, or legal owner.</li> </ol> <p>Date: _____ Signature: _____</p>		

For the purpose of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1 of Division C of the Ontario Building Code.

Personal information contained in this form and schedules 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. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing.

# Building Division Letter of Authorization



## Information

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Roll Number: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Authorizing Letter

To Whom it May Concern:

I/We, the above, do give \_\_\_\_\_ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- Demolition of Accessory Structure
- Demolition of Residential Building
- Demolition of Commercial/Industrial Building
- Construction of Dwelling
- Addition to Dwelling
- Construction of Accessory Structure
- Construction of a Deck
- Construction of Commercial/Industrial Building
- Renovation to Existing Building
- Other: (please specify) \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

