



FORM C PARTIAL OCCUPANCY PERMIT APPLICATION

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

A. Project Information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Construction Permit Number	Area to be Occupied (m ²)		

B. Purpose of Application	
Proposed use of building	Expected Date of Occupancy
Description of Request	

C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

D. Property Owner (if different from Applicant)			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

E. Declaration of Applicant	
I _____	declare that:
Print Name	
1. The information contained in this application, attached schedules and forms, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.	
_____ Signature of Applicant	_____ Date

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, COMPLETE THE FOLLOWING	
I, _____	hereby authorize _____
Print name of Owner	Print name of Applicant
to be my authorized agent and request that the permit be made out in his/her name. Please direct all correspondence to this individual, who will be acting on my behalf.	
_____ Signature of Owner	_____ Date

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 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.