



Building Services
4432 George St, Box 100
Sydenham, ON K0H 2T0
613-376-3027
building@southfrontenac.net

TRANSFER OF PERMIT CHECKLIST

- 1) Transfer of Permit application
- 2) Copy of the deed or tax bill (proof of ownership)
- 3) Setback waiver/Inspection form
- 4) Agent Authorization form
- 5) Approval letter from the Designer of the project

NOTE: The fee to transfer an open issued permit is \$73.00 per permit.



Date received:	Permit number:
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Application submitted to: Township of South Frontenac

A. Address of project location:		Roll #: 1029-	
Civic #, Street name, Town:			
Municipality: South Frontenac		Province: ON Postal Code:	
B. New Owner:			
Last name:	First name:	Corporation or partnership:	
Civic #, Street name, Town:			Unit #:
Municipality:	Postal code:	Province:	E-mail:
Phone #:		Cell #:	
C. Applicant (if applicable):			
Last name:	First name:	Corporation or partnership:	
Civic #, Street name, Town:			Unit #:
Municipality:	Postal code:	Province:	E-mail:
Phone #:		Cell #:	
D. Builder (optional):			
Last name:	First name:	Corporation or partnership:	
Civic #, Street name, Town:			Unit #:
Municipality:	Postal code:	Province:	E-mail:
Phone #:		Cell #:	
E. Declaration of applicant:			
I _____ declare that:			
(Print name)			
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.			
2. I have the authority to bind the corporation or partnership (if applicable).			
Date _____		Signature of applicant _____	



SETBACK WAIVER and INSPECTION and OCCUPANCY NOTICE REQUIREMENTS

Project location information: _____ Permit #: _____

Property owner(s): _____

Municipal address: _____

Phone #: _____ Email: _____

Roll #: _____

Concession: _____ Lot: _____ Part: _____ R Plan #: _____

To the Township of South Frontenac,

I declare that; I am owner listed above, or;

I am the authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge;

- That the issuance of a Building Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the South Frontenac Zoning By-law 2003-75, and;
- That an Occupancy Permit **must be issued by a Township Building Official prior to any occupancy** of a seasonal or permanent residence and;
- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Signature

Date

Note: The Ontario Building Code Act requires that request for inspections are made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.



Agent/Owner Authorization Form

Permit #: PR

A. Project information:

Street address:

B. Authorized Agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

C. Parties authorized to receive inspection reports:

**Trade specific
reports**

All reports

Company/Contractor

Contact email

Company/Contractor	Contact email	Trade specific reports	All reports

D. Declaration of Owner:

I, _____, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

I as the registered owner, wish to be copied on all communication throughout application/review process.

I as the registered owner, wish to receive a copy of all inspection reports.

Date:

Signature:

Note: It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to provide update to changes, otherwise assigned inspection report will only be sent to the applicant for the above noted project.