



For Office Use Only	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: Township of South Frontenac

A. Project information			
Building number, street name, town, postal code			
B. Applicant information			
Last name	First name	Corporation or partnership	
Building number, street name, town			Unit
Municipality	Postal code	Province	E-mail
Phone number		Cell phone number	
C. Owner information (if different from applicant):			
Last name	First name	Corporation or partnership	
Building number, street name, town			Unit
Municipality	Postal code	Province	E-mail
Phone number		Cell phone number	



Sewage System Record Search – Application

NOTE: The property owner **must** provide written permission to release their personal information. If this record search is for a real estate transaction, please attach a copy of the listing.

Submit the completed application form to Building Services, either in-person or by email to building@southfrontenac.net. The record search fee must be paid before the application can be deemed complete. Record searches may take up to five (5) business days after being processed.

Any questions about the collection of information should be directed to the Township of South Frontenac’s Chief Building Official, Rebecca Roy, at 613-376-3027.

D. Property history:	
List of previous property owner(s), if known:	
Year of installation and/or replacement:	
E. Declaration of applicant:	
I _____ declare that: (print name)	
1. The information contained in this application 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).	
_____	_____
Signature of applicant	Date
F. Record Search Response:	FOR OFFICE USE ONLY
Permit Number(s):	Outstanding Work Orders? Yes No
Certificate of Approval / Application for a Permit to Construct or Demolish	
Use Permit / Final Inspection Report / As-built Drawing	
_____	_____
Signature of Building Services Staff	Date



Agent/Owner Authorization Form

Permit #: PR

A. Project location:

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:

Company/Contractor	Contact email	Trade specific reports	All reports
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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 of the above noted property, wish to be copied on all communication throughout the application and review process.

I, as the registered owner of the above noted property, 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 update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.