



Addendum: Conditional Building Permit

pursuant to 8.(3) of the *Building Code Act*

For use by City of Markham

Application Number:

Date received:

Section A: Project Information

Building number, street name

Permit Application Reference Number

This is an application for:

- A new conditional building permit. *Complete Sections B, C, E and F*
- An extension to the expiry date of an existing conditional permit. *Complete Sections D, E and F*

Section B: Request for Conditional Permit [see Guide on reverse side of form for footnotes]

Indicate which part(s) of the building you are requesting to construct under a conditional permit.

- Shoring & excavation⁽¹⁾ Underground plumbing services⁽²⁾ Underground building⁽³⁾ Aboveground building⁽⁴⁾ Model Home⁽⁵⁾

Indicate the projected completion date for the scope of work requested: _____

Indicate the projected first residential occupancy date for the complete project: _____

Section C: Mandatory Approvals [Complete for new Conditional Permit Applications only]

A conditional permit cannot be issued if any of the following approvals are required and are incomplete.

Not Applicable	Complete	Mandatory Approvals for Conditional Permit Issuance
		Zoning compliance (including Rezoning & removal of Hold Provisions)
		Subdivision Registration
		Heritage (designated buildings, heritage district locations)
		Toronto & Region Conservation Authority
		Environmental Assessment & Protection
		Encroachment agreements on adjacent public or private property
		Model Home Agreement

Section D: Request to Extend the Expiry Date of an Issued Conditional Permit

Scope of work approved under the issued conditional permit:

- Shoring & excavation⁽¹⁾ Underground services⁽²⁾ Underground building⁽³⁾ Aboveground building⁽⁴⁾

Section E: Outstanding Approvals

Indicate what the outstanding approvals are, the date you applied and the anticipated approval dates.

Approval Type	Date Applied	Anticipated Approval Date / Scheduled Council Date
Site Plan		
Hold Removal		

Section F: Declaration of Applicant

I hereby declare that:

- I have authority to act on behalf of the Owner, corporation or partnership with respect to this application,
- The information contained in this request is true to the best of my knowledge.

_____ Date

_____ Signature of Applicant

This is a form prescribed by the Chief Building Official pursuant to the City of Markham Building By-law. Personal information contained in this form 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*.

Guide to Addendum Form for Conditional Building Permits

This Guide is intended to provide guidance to permit applicants in completing the Conditional Building Permit Addendum. Please contact the Supervisor, Permit Administration ((905) 475-4858 ext. 4576) if you require clarification or assistance.

Section A

Complete the project address, the permit application number for the same scope of work as the conditional permit and indicate if this is a new conditional permit request or an extension to an existing conditional permit. New conditional permit requests are required to complete Sections B, C, E and F of Schedule 3. Requests to extend the expiry date are required to complete Sections D, E and F.

Sections B

1. **Shoring & excavation:** a conditional permit does not authorize encroachment onto public or adjacent private properties. The applicant is advised to seek additional approvals from other agencies, City of Markham departments, or private persons accordingly. Fencing is required to be erected to the satisfaction of the Chief Building Official prior to construction.
2. **Underground plumbing services:** includes drains under the lowest level of the building only. Above ground services are not permitted to be installed.
3. **Underground building:** includes the foundation columns and walls, HVAC, plumbing, fire protection on levels below grade and only the floor slab at the first level.
4. **Aboveground building:** includes all construction, including HVAC, plumbing, fire protection for the aboveground portion of the building or part thereof. Occupancy and requesting occupancy inspections is not permitted.
5. **Model Home:** requires permission for occupancy prior to use by the public. An additional occupancy permit must be obtained for occupancy by the homeowner.

Section C

Except where the applicable zoning by-law explicitly permits construction of parts of a building prior to the removal of an H [Hold], where any of the approvals listed in this Section are required and incomplete, a conditional permit cannot be issued.

Section D

Section D must be completed where a conditional permit has been issued and a request is being made to extend the date specified in the conditional permit agreement by which all conditions must be met.

Section E

List all outstanding approvals, the date applied and the anticipated approval date. The anticipated approval date will be used to determine the expiry date for the conditional permit.

Items / Documents to be submitted with Addendum

The following are required to be submitted with applications for new conditional permits:

- A completed Application for a Permit to Construct or Demolish
- A completed Addendum
- Non-refundable conditional permit fee, as stipulated in our current Building By-law
- A copy of the deed to the land, to confirm current ownership
- A development approval schedule including timeframes of outstanding approvals and the scope of work requested under the conditional permit
- Letter from the Applicant explaining the conditional permit rationale and detailing the nature of delays in accordance with 8(3)(b) of the Building Code Act