



**Town of Woodstock
APPLICATION
FOR
OCCUPANCY PERMIT**

I hereby make application for an Occupancy Permit for the Building / Premises as follows:

PROPERTY ADDRESS _____

SPECIFICS OF PROPERTY ADDRESS (i.e. suite no. or floor) _____

LEGAL DESCRIPTION: LOT _____ PID: _____

OCCUPANTS NAME: _____

NOTE: This application to be submitted at least three Weeks prior to proposed occupancy

PROPOSED OCCUPANCY DATE: _____

USE OF BUILDING/PREMISES: _____

CONTRACTORS' NAMES: _____

Plumbing: _____	Plumbing Permit No. PL : _____
Sprinkler: _____	Sprinkler Permit No. SP : _____
Electrical: _____	Electrical Permit No. EL: _____
Ventilation: _____	Ventilation Balance sheets: _____

BUILDING PERMIT OR SPECIAL INSPECTION APPL. NO. _____

"CERTIFICATION : I certify that I am acting on behalf of the OWNER and I acknowledge that before an Occupancy Permit will be issued, I must, prior to the proposed occupancy date, deliver to the Town of Woodstock, Development and Inspection Services, Architect's Engineer's Letter of professional Assurance of "Field Review" and 'Compliance" (as required pursuant to Sections 7(10) of the Town Woodstock's Building By-law) certifying that the building or applicable portion, for which an Occupancy Permit is being applied for, substantially conforms, in all material respects to the Approved plans and the requirements of the Town of Woodstock's Building By-law must be substantially complied with, before occupancy will be authorized for that date. "

Typing in your name and electronically sending this form to the Town of Woodstock Constitutes your electronic signature.

PLEASE PRINT:

APPLICANTS NAME: _____ TEL # _____

COMPANY: _____ SIGNED: _____

ADDRESS: _____ DATE: _____

CITY: _____

POSTAL CODE: _____

FOR OFFICE USE ONLY			
Approval Requested	Date Requested	Approved By	Date
From			