

TRANSFER PERMIT REQUEST

This is an official request to transfer a building permit from a previous owner to the current building owner. The current building owner will be responsible for completing construction as per the approved set of plans and all inspections required as part of a Building Permit.

The owner agrees that all current and future inspection reports, including deficiencies if any, and/or orders will now be directed to them. Please have the new permit holder attach a signed and dated copy of the last inspection report.

This transfer must be requested and approved before the new owner assumes responsibility for the building permit and all work completed to date.

PROJECT INFORMATION

PROJECT INFORMATION	Building Address (including Unit #)			BP #
	Description of Project			
EXISTING APPLICANT	Contact Name		Company Name (if applicable)	
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address	Preferred method of receiving correspondence: MAIL or EMAIL	
NEW OWNER	Contact Name		Company Name (if applicable)	
	Address	City	Province	Postal Code
	Phone Number (incl. Area Code)	Email Address	Preferred method of receiving correspondence: MAIL or EMAIL	

Residential (Type A) Building Permit Transfer Request:

Inspection stages noted on existing permit: _____
(Inspection stages new permit holder will be responsible for will be listed on the revised building permit.)

Both parties agree to this transfer as signed below.

Current permit holder: _____

New Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Building Permit Transfer Request for all other projects:

New owner agrees to transfer as signed below.

New Owner: _____

Signature: _____

Date: _____

Transferring a permit does not relieve the owner from their responsibility that all work be completed in accordance with the Uniform Building and Accessibility Standards Act, the National Building Code of Canada and the approved drawings for the project. Please note a transfer of a building permit does not constitute an extension of the building permit.

Office Use Only:

Transfer Request Received By _____

Date Received _____

Note:

- The original building permit applicant will not be changed. The new owner will be added to the building permit and all future correspondence will be sent to the new owner and not the original building permit applicant. Any changes to contractor details shall be submitted in writing to Building Standards by the new owner.