

Letter of Use In Support of a Building Permit Application



Application Number:
(Office Use Only)

A Letter of Use is required for all Building Permit Applications (construction, demolition and/or change of use), or for a change in tenancy, in new and existing industrial, commercial, public and institutional buildings/units. This submission is to augment, not supersede, any other documentation required to support your Building Permit Application.

Should you have any questions or concerns related to completing this form please contact us:

Phone: 705-436-3710

Email: buildingpermit@innisfil.ca

PART A		
A. Project Address		
Building number, street name:	Unit number:	Unit size: (m2)
B. Tenant Contact Information		
(last name)	(first name)	(email)
(phone number)	(cell number)	(fax number)
C. Business Information		
Type of Business Proposed: (Retail Store / Restaurant / Manufacturing / Warehouse / Offices etc.)		
Name of Business: (at this location)		
Name of Corporation:		
Detailed description of all operations/processes to be conducted at the unit/building you intend to occupy: (Please provide a detailed description of the proposed business operation, what type of business do you conduct, what products(s) or services do you provide, who do you provide it to? Etc.)		

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Detailed description of the proposed scope of work to be carried out under this application:

Are You Proposing Retail Sales Directly to the Public?

- ☐ YES *(Describe items to be sold at retail and clearly delineate and dimensions the retail area on your floor plans)*
☐ NO

Are You Proposing Outdoor Storage?

- ☐ YES *(indicate the types of items and clearly delineate and dimension the area on your site plan, must comply with Part 3 of the Fire Code)*
☐ NO

Total Number of Employees:

Number of Patrons:

(i.e., proposed seating in a Restaurant including patio/ Place of Religious Assembly/ max number of patrons in an office, store, etc.)

PART B

The information collected in PART B of this form is to assist us determining that the proposed use, occupancy and fire/life safety systems such as sprinklers, standpipe, fire detection, emergency lighting are suitable for the proposed hazards in accordance with the applicable Ontario Building Code, Ontario/National Fire Codes and their associated referenced standards.

Regarding the business described in Part A, further details of the commodities to be stored or processed (indoor/outdoor) are to be provided in the spaces below. Include a summary list of raw materials, as well as finished products. If necessary, separate correspondence can be provided.

Detail the commodities to be stored and their composition. Describe any hazardous activity. See below.

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Quantities:

Method of Storage: *(rack storage, solid piles, bin boxes, etc.)*

Storage Height: *(high rack storage configurations may impact existing sprinkler protection)*

HAZARDOUS OCCUPANCIES AND PROCESS:

Generally, applications including special hazards (see examples below), will include the submission of a variety of detailed engineering plans and specifications which may include: electrical (i.e. fire detection, electrical classification), mechanical (i.e. ventilation), and fire protection (i.e. fire detection, sprinkler, standpipe, special extinguishing systems) drawings to demonstrate compliance with all applicable law.

Additional information may be submitted in the space below or under separate cover. Please ensure any additional information submitted references your application number.

Examples of hazard occupancies/processes include, but are not limited to:

- Commercial cooking operations
- Distilling/brewing
- Extraction processes
- Combustible dust producing operations
- Flammable/combustible liquid storage, handling, processing, use
- Flammable gas storage, handling, processing, uses and aerosols
- Indoor tire storage
- Spray application using flammable/combustible liquids or gases
- Dip tanks, roll, flow and dry powder coating operations
- High pile / rack storage (i.e. Non-hazardous commodities over 12ft. Above Finished Floor or plastic storage)
- Storage of explosives and fireworks, etc.

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HAZARDOUS USE OR PROCESS DESCRIPTION:

NOTE: Permit processing may be delayed if insufficient information is provided regarding the use and occupancy.

Declaration of Applicant / Owner / Tenant

I, _____ certify that:
(print name)

☐ I have authority to bind the corporation or partnership (if applicable).

Date (DD/MM/YYYY)

Signature of Applicant