

Vacant Building Exemption Program Application Form



Use this form to apply for an exemption from the Vacant Building By-law. To get an exemption, you must be actively redeveloping, occupying, or demolishing a vacant building. A complete application must include:

- A valid **Development Permit**
- All required **building and construction permits**
- All information requested in this form

Section 1 | Property Information

Property address: _____	Is the building currently vacant? Yes No	Is the building currently boarded? Yes No
Roll number (if known): _____		

Section 2 | Applicant Information

Registered owner name: _____ Company name (if applicable): _____ Mailing address: _____ Phone number: _____ Email address*: _____ <i>*All important communications regarding this application will be sent to this email address; ensure you provide an email address that you monitor regularly.</i>	Applicant type: Registered owner Authorized agent
If applying as an authorized agent: Agent name: _____ Company name: _____ Phone number: _____ Email address: _____	Written authorization from owner attached: Yes No

Section 3 | Permit Information

A. Development Permit Development Permit number: _____	Date issued: _____	Permit expiry date (if applicable): _____
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B. Building / Construction Permits
List all building and construction permits issued for the vacant building

Permit Type	Permit Number	Date Issued	Status	Have you paid for and received all required permits?
				No

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Section 4 | Overall Project Description

Describe your plans to develop the property. Include:

- The planned use of the site
- The main construction or redevelopment work
- The current stage of the project

Section 5 | Vacant Building Plan

Describe your plans for the vacant building itself. Include:

- What work will be done to the building
- Whether the building will be occupied or demolished

Section 6 | Project Timeline

What is the current status of work at the property?

- Not started
- Permit issued, work not started
- Work underway
- Near completion

When do you estimate work to begin on the vacant building (if the work has not yet started)?

When do you estimate the building will be occupied or demolished?

Section 7 | Property Maintenance and Security

The owner must keep the property safe and secure while the exemption is in place. It also must be in compliance with City by-laws.

Please review and initial the following. **The applicant agrees to:**

Initial Here

Always keep the building safe and secure in compliance with other City by-laws

Maintain the property in compliance with other City by-laws

Advise the City if permits expire, are cancelled, withdrawn, or amended

Advise the City when the building is occupied or demolished

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Section 8 | Required Acknowledgement

Please read and sign the statement below:

I confirm that the information in this application is true and complete.

I understand that approval under the Vacant Building Exemption Program is temporary and subject to the by-law and program rules.

I understand that the vacant building must be **occupied or demolished before the Development Permit expires, is closed, cancelled, or withdrawn.**

I understand that if the building is **not occupied or demolished** before that time, the exemption may end, and I will be required to pay any Vacant Building By-law fees that would have been charged during the exemption period.

Applicant name: _____

Signature: _____ Date: _____

Section 9 | Required Attachments Checklist

Please attach the following:

- Copy of active Development Permit
- Copies of all required building and construction permits
- Copies of proof of payment for permits
- Owner authorization letter, if applying as an agent
- Any supporting plans, schedules, or drawings

<i>For City Use Only</i>	Application complete:
Date application received: _____	Yes
	No
Reviewed by: _____	Decision:
	Approved
	Denied
	More information required

Comments: