



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

Acknowledgement by Applicant of an Incomplete Application

Schedule D By-Law No. 2005-0074

Pursuant to Sentence Div. C., 1.3.1.3 (5) of the Building Code

_____ (Print Name of Applicant) acknowledge

that my application for (describe work) _____

at (location of work) _____

does not meet the requirements of Div. C., 1.3.1.3 (5) of the Building Code and therefore the processing time periods prescribed in Table 1.3.1.3. of the Building Code are not applicable.

Notwithstanding the above, I request that the Town commence processing the incomplete application. I understand that a Permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.

I hereby release, and agree to hold harmless and indemnify, the Town, its officers, representatives, employees and agents, from any and all claims, demands, actions, cause of action and liabilities which have arisen, or which may arise in the future, as a result of the processing of the incomplete application by the Town at this time.

I further acknowledge that, in processing the incomplete application at this time, the Town is relying upon this Acknowledgment, and upon my release and indemnity contained herein.

 Signature of Applicant

 Print Name of Applicant

 Date of Signature

 Name of Company/Corporation (if applicable)
 I have authority of bind the Company/Corporation

 Title or Position (if applicable)

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Planning & Infrastructure at 905-873-2601 ext. 2300.