



# Letter of Undertaking By Tenant

Submit completed form to  
[permitoffice@portstoronto.com](mailto:permitoffice@portstoronto.com)

## Tenant Information

Contact Name: \_\_\_\_\_  
*Last* *First*

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City* *Province* *Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Location/Information

FAP # and Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

*Project Description:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Signature

*The Tenant warrants that the assigned Registered Professional(s), who are licensed in the Province of Ontario, will:*

1. *Will prepare and submit project documents that meet the requirements identified by the PortsToronto Project Planning & Facility Alteration Permit Guide relative to the scope of work identified in the permit application.*
2. *Will undertake the general review of the construction of the project via periodic site as determined to be necessary to determine the general conformity of the work with the project documents that were submitted in support of the Facility Alteration Permit.*
3. *Will review all changes to the design documents to verify that the changes conform to the PortsToronto Project Planning & Facility Alteration Permit Guide.*
4. *Will review and provide comments on shop drawings.*
5. *Will complete and return to the Permit Office the Assurance of Professional Field Review form prior to the occupancy or use of the finished work being granted by PortsToronto.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_