



# Facility Alteration Permit Application

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

## Property Location & Purpose of Application

Address/Location: \_\_\_\_\_

Proposed Work or Project Name: \_\_\_\_\_

Area of Work (m<sup>2</sup>): \_\_\_\_\_ Project Value (\$): \_\_\_\_\_

	Yes	No
FastFAP Application (refer to Section 5.5.1. of this Guide)?	<input type="checkbox"/>	<input type="checkbox"/>
New Building?	<input type="checkbox"/>	<input type="checkbox"/>
Addition to an Existing Building?	<input type="checkbox"/>	<input type="checkbox"/>
Renovation to an Existing Building?	<input type="checkbox"/>	<input type="checkbox"/>
Demolition?	<input type="checkbox"/>	<input type="checkbox"/>
Change of Use?	<input type="checkbox"/>	<input type="checkbox"/>

## Proposed Work

Description of proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant Information

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

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

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

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

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



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Are you an agent acting on behalf of an Operator or Tenant?

YES

NO

**Owner Information (if different from the Applicant):**

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

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

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

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

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

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

**Contractor Information (if different from the Applicant):**

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

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

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

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

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

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

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## Documents Included with Application

Check as Applicable:

**Plans:**

<i>Architectural</i>	<input type="checkbox"/>	<b>Project/Site Specific Safety Plan</b>	<input type="checkbox"/>
<i>Interior Design</i>	<input type="checkbox"/>	<b>Project Schedule</b>	<input type="checkbox"/>
<i>Mechanical</i>	<input type="checkbox"/>	<b>WSIB Certificate</b>	<input type="checkbox"/>
<i>Electrical</i>	<input type="checkbox"/>	<b>Ministry of Labour – Notice of Project</b>	<input type="checkbox"/>
<i>Structural</i>	<input type="checkbox"/>	<b>Ministry of Labour – Form 1000</b>	<input type="checkbox"/>
<i>Plumbing</i>	<input type="checkbox"/>	<b>Contractor’s Corporate Health and Safety Program</b>	<input type="checkbox"/>
<i>Civil</i>	<input type="checkbox"/>	<b>Copy of Project Specific Insurance Coverage</b>	<input type="checkbox"/>
<i>Fire Protection</i>	<input type="checkbox"/>	<b>Utility Locates</b>	<input type="checkbox"/>
<i>IT&amp;T</i>	<input type="checkbox"/>	<b>Material Delivery/Waste Management Plan</b>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		
<i>Other (specify):</i>	<input type="checkbox"/>	<b>Additional Documents (specify as needed):</b>	
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Building Code Report</b>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Hoarding/Fencing Plans</b>	<input type="checkbox"/>		<input type="checkbox"/>

## Disclaimer and Signature

This application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
This application is accompanied by the plans and specifications prescribed by PortsToronto?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
This application is accompanied by the information and documents which enable PortsToronto (and/or an assigned third party) to determine whether the proposed building, construction or demolition will contravene any applicable law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The proposed building, construction or demolition will not contravene any applicable law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

*The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.*

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