



APPLICATION FOR HEARING TO THE BUILDING CODE COMMISSION (Buildings/Structures)

DATE: _____

For Commission Use Only	
Application #	
Date Received	
Decision Date	

Please complete this application and return it (i.e., an **original signed copy**) along with **four copies** to the Secretary of the Building Code Commission, together with **five copies** of the following documents:

- (a) all supporting documentation referred to in this application; and,
- (b) any correspondence you have received from the municipal building department, conservation authority, health unit or the Ministry of Municipal Affairs and Housing concerning the subject matter of this application.

NOTE: In accordance with the policies and procedures of the Building Code Commission, you are required to provide to the Respondent a copy of:

- (1) this application and all attachments; and,
- (2) all future communications to the Building Code Commission in respect of this matter.

PLEASE PRINT

- 1. **APPLICANT** (The Applicant must be an applicant for, or holder of, a permit under the *Building Code Act, 1992*, or a person to whom an order under that Act has been given.)

As someone who is appealing to the Building Code Commission have you:

	Yes	No
Applied for a Permit,	<input type="checkbox"/>	<input type="checkbox"/>
Received a Permit, and/or	<input type="checkbox"/>	<input type="checkbox"/>
Received an Order against you.	<input type="checkbox"/>	<input type="checkbox"/>

2. APPLICANT INFORMATION

Name:	Position:
Company Name:	Address:
Telephone No.: ()	E-Mail:
Facsimile No.: ()	WebSite:

3. AGENT INFORMATION (If the Applicant is to be represented by another individual, please provide the following information.)

Name:	Position:
Company Name:	Address:
Telephone No.:()	E-Mail:
Facsimile No.: ()	WebSite:

NOTE: The Applicant must provide written authorization confirming the Agent's authority to act in this matter.

4. RESPONDENT INFORMATION

(Identify the Chief Building Official or Registered Code Agency (RCA) of the municipality in which the construction or proposed construction is located.)

Name:	Position:
Organization/Agency:	Address:
Telephone No.:()	E-Mail:
Facsimile No.: ()	WebSite:

5. DESIGNATE INFORMATION

(Indicate the individual at the municipality or RCA other than the Chief Building Official that you may have dealt with regarding this issue.)

Name:	Position:
Organization/Agency:	Address:
Telephone No.:()	E-Mail:
Facsimile No.: ()	WebSite:

6. PARTICULARS OF DISPUTE (Use attachments, if necessary.)

6.1 Name/address of structure:

6.2 Provisions of the Building Code in dispute: (List specific OBC provisions)

6.3 Description of construction of the subject building: (Please attach copies of drawings, site plans, permit applications and other relevant documents.)

Major occupancy _____

Building area _____

Building height (# of storeys) _____

	Yes	No		Yes	No
Combustible construction	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system	<input type="checkbox"/>	<input type="checkbox"/>
Non-combustible construction	<input type="checkbox"/>	<input type="checkbox"/>	New construction	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>	Addition	<input type="checkbox"/>	<input type="checkbox"/>
Standpipe & hose system	<input type="checkbox"/>	<input type="checkbox"/>	Renovation	<input type="checkbox"/>	<input type="checkbox"/>

6.4 Description of the portion of the project that is in dispute:

6.5 Concise statement by the Applicant regarding the nature of this dispute, including reasons for non-acceptance of the Applicant's proposal given by the Respondent:

6.6 At what stage is this project:

Permit application _____ Plans review _____ Construction _____
Final inspection _____ Completed _____ Occupancy _____

7. SUPPORTING DOCUMENTATION (List documentation provided in support of this application.)

8. AFFIRMATION AND SIGNATURE OF APPLICANT OR AGENT

The undersigned affirms that the information provided in this application is accurate and that a copy of this application and all accompanying documentation will be provided to the Respondent.

DATED the _____ day of _____, 2008

Signature of Applicant or Agent

Name and Position of Applicant or Agent (Please Print or Type)

NOTE:

1. After receipt of this application, the Building Code Commission will inform you about further arrangements in the form of a notice of hearing.
2. The hearing may be held in French upon request.
3. The hearing may be held by video conference upon request, if facilities are available.
4. The Building Code Commission has been designated as an institution for the purposes of the *Freedom of Information and Protection of Privacy Act*.

Personal information provided on this form is collected under the authority of the *Building Code Act, 1992* and will be used for the purpose of a hearing before the Building Code Commission. Please direct any questions about the collection of information to the Secretary of the Building Code Commission by phone at (416) 585-6645 or by mail to the following address: Secretary, Building Code Commission, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5.

RETURN this application to the Building Code Commission at the following address:

Nella Auciello, Secretary
Building Code Commission
Ministry of Municipal Affairs and Housing
Building & Development Branch
777 Bay Street, 2nd Floor
Toronto, Ontario M5G 2E5

Tel: (416) 585-6645
Fax: (416) 585-7531
Email: nella.auciello2@ontario.ca

Reminder: A copy of this application and all accompanying documentation must be provided to the Respondent by the Applicant.