

Finishing a Basement for Personal Use Declaration Form

Permit Application No.:		Date Received:	
A. Property Information			
Street Address	City/Town	Province	Postal Code
B. Registered Owner Information			
Last Name	First Name	Corporation/ partnership	
Street Address	City/Town	Province	Postal Code
Phone Number	Email		
C. Declaration of Registered Owner			
I, declare that: Name of Registered Owner (please print)			
The finished basement is part of the main dwelling unit, is for my personal use only, and will not be used as an Additional Residential Unit (ARU). This declaration remains with the property and not the registered owner.			
If the intended use of the basement should change, a building permit and any other applicable approvals must be attained prior to changing the intended use or commencing any construction.			
Date		Signature of Register	red Owner

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to the Building Standards Department at 905-832-8510.