



**CORPORATION OF THE CITY OF PEMBROKE  
BUILDING DEPARTMENT**

1 PEMBROKE STREET EAST • PEMBROKE • ON • K8A 3J5  
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**DECLARATION RESPECTING OCCUPANCY PERMIT REQUIREMENTS**

BUILDING PERMIT NO: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

OWNER (APPLICANT): \_\_\_\_\_

PROJECT & LOCATION: \_\_\_\_\_

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I, \_\_\_\_\_, fully understand that the above-noted building shall not be occupied until an occupancy permit is obtained from the City Building Inspector at 1 Pembroke Street East, Pembroke, Ontario.

THE OCCUPANCY PERMIT TO BE OBTAINED IN ADVANCE OF ANY OCCUPANCY SHALL ONLY BE ISSUED WHEN:

1. the Occupancy Permit application has been completed as per Chapter 51, Section 7, of the Building Code Act;
2. the City Building Inspector deems the building to be ready for occupancy;
3. the requirements of any Site Plan Agreement between the property owner and the City of Pembroke have been fulfilled to the satisfaction of the City; and
4. the subdivider or land developer has fulfilled his/her responsibilities under the Subdivision or Development Agreement with the City of Pembroke.

UNTIL SUCH TIME AS THESE CONDITIONS ARE FULFILLED AND AN OCCUPANCY PERMIT IS ISSUED:

- i. the City of Pembroke shall have no responsibility to provide or maintain access to the site;
- ii. municipal water service to the site shall remain in the "off" position; and
- iii. the City of Pembroke shall not provide to the site service such as snow removal, dust control, garbage collection, etc.

RECEIVED AND ACKNOWLEDGED BY: \_\_\_\_\_  
(SIGNATURE OF OWNER)

DATE: \_\_\_\_\_