



PART I - APPLICATION

LICENCE OF OCCUPATION AGREEMENT FOR NEW CONSTRUCTION

(PLEASE PRINT CLEARLY)

APPLICANT: _____ DATE: _____ 20__

TELEPHONE # _____ FAX# _____ EMAIL: _____

PROPERTY OWNER: _____
(Full Names of all Registered Owners if different from Applicant)

PROPERTY ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER (PIN): _____

DESCRIPTION OF PROPOSED ENCROACHMENT(S): _____

MAILING ADDRESS *(If different from above)*: _____

CITY: _____ POSTAL CODE: _____

This completed Application (Parts I and II inclusive), together with the following, **must** be submitted to Realty Services for review and approval of the requested Licence of Occupation Agreement:

- An Administration Fee in the amount of **\$339.00 (\$300.00 admin fee + \$39.00 HST)**;
- Current Annual Fee in the amount of **\$100.00**; and
- Fully Dimensioned Sketch showing the location(s) of the proposed encroachment(s).

UPON approval of this Application by Realty Services, together with written approval for permission to encroach by all servicing departments and agencies, the Applicant will be notified of such approval and will be required to submit a Deposit (in an amount as determined by Realty Services) for a Building Location Survey to be prepared once construction is complete. Upon receipt of the required Deposit, preliminary approval for construction will be granted and the Building Services Division/Licensing & Enforcement Division will be notified of such approval. Once Realty Services is advised that construction is complete, the Building Location Survey will then be prepared and the appropriate Licence of Occupation Agreement will be forwarded to the Applicant for execution. Upon receipt of the executed Agreement and a completed Certificate of Insurance (see Standard Insurance Requirements attached), the Agreement will then be executed by the General Manager, Development Services Department, and a fully executed copy will be forwarded to the Applicant. The annual \$100.00 fee for every subsequent year will be included and form part of the Final Instalment of Realty Taxes for the subject property.

Part II – APPROVAL FOR NEW CONSTRUCTION

CITY OF THUNDER BAY – PLANNING DIVISION

PERMISSION TO ENCROACH

Yes

No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____

Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – ENGINEERING DIVISION
AARON WARD 625-2444 AWARD@THUNDERBAY.CA**

PERMISSION TO ENCROACH

Yes

No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____

Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY TELEPHONE
LIZ ZWEEP 623-4400 LIZ.ZWEEP@TBAYTEL.COM**

PERMISSION TO ENCROACH

Yes

No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____

Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY HYDRO
JAMES MANN 343-1036 JMANN@TBHYDRO.ON.CA**

PERMISSION TO ENCROACH

Yes

No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____

Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE

Part II – APPROVAL FOR NEW CONSTRUCTION

UNION GAS

JONATHON FOULDS 624-8488 JFOULDS@UNIONGAS.COM

PERMISSION TO ENCROACH **Yes** **No**

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ _____
AUTHORIZED SIGNATURE

SHAW CABLE

PERMISSION TO ENCROACH **Yes** **No**

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ _____
AUTHORIZED SIGNATURE