



Town of Whitby

Legal and By-law Services, By-law Services Division

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8

www.whitby.ca

Compliance Letter Application

Part A: Permit and Deposit Information (This section is for office use only)

Permit No.:

Date Received:

Application Received By:

Fee:

*A non-refundable fee of \$150 per lot/municipal address/unit must accompany this application.

Part B: Property Information

Number and Street Name:

Whitby, Ontario

Legal Description:

Closing Date:

I am the purchaser/owner/representative of the above-noted property and would like to request a standard compliance letter, which includes the following:

- Occupancy Status (for residential properties)
- Building Permits
- Existing Pool Enclosure Permit (issued after 2000)
- Accessory Apartment Registration Certificate (issued after 2000)
- Zoning Confirmation
- Outstanding Notices/Orders
- Minor Variances

The following additional information may be requested. These requests may delay the processing time by 3 to 5 business days:

Check if required:

- Heritage Status.
- Local Improvements.
- Status of Agreements.

Additional Questions:

Part C: Applicant Information

First Name:

Last Name:

Corporation or Partnership Name (if applicable)

Street Number and Address:

City:

Province:

Postal Code:

Email Address:

If you have a question regarding the following:

- Tax Certificate, please contact the Town of Whitby's Revenue Services, phone number: 905.430.4304, tax@whitby.ca
- Fire Code Compliance, Please contact Fire & Emergency Services, phone number: 905.668.3312 fire@whitby.ca
- Information about waste disposal or spills at a property, please contact the Ministry of the Environment and Climate Change, phone number: 1-800-565-4923
- Water billing, please contact the Region of Durham, phone number: 905-666-6211
- Individual copies of Notices/Orders, please apply for FOI Request through the Town of Whitby, Office of the Town Clerk, phone number 905.430.4315
- For all matters related to easements, roads, frontage information, lot coverage, setbacks, etc., please conduct a title search of the property, and review zoning information to determine compliance. The Town of Whitby does not provide compliance letters for these matters.

Part E: Signature

Signature:

Date: