



**City of Welland**  
**Infrastructure and Development Services**  
 Planning and Building Division  
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ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION

Pursuant to Sentence 2.4.1.1B (5) of the Building Code

**Part A**

A pre-screening of the Application to		at
	<i>(describe work)</i>	
	reveals that the Application is incomplete in that the following items are missing:	
<i>(location of work)</i>		

As such, the pre-screening time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code are not applicable. The City of Welland, however, will commence processing the incomplete Application if the Acknowledgement below is completed.

**Part B**

I			
	<i>(print name of Applicant)</i>		
Acknowledge that my Application to		at	
	<i>(describe work)</i>		<i>(location of work)</i>

Does not meet the requirements of 2.4.1.1B (5) of the Building Code and therefore the processing time periods prescribed in Table 2.4.1.1B of the Building Code are not applicable. Notwithstanding the above, I request that the City commence processing the incomplete Application. I understand that a Permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.

I have authority to bind the Corporation or partnership (if applicable).

<i>(Date)</i>		<i>(Signature of Applicant)</i>