

<b>For office use only:</b> Zoning _____ Map # _____ App. Date _____ Permit # _____
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**Zoning Certificate Requirements**  
**Internal Mezzanine**  
**(Industrial/Commercial)**

(Note: Only where site plan approval is NOT required)

**Requirements:**

- 3 copies of a site plan drawing (drawn to scale), showing the building location and parking layout.
- 3 copies of a floor plan indicating both the existing and proposed floor area.
- Zoning fee \$ \_\_\_\_\_ (paid by credit card, cash or cheque)

To better serve you better please fill out the information below:

**Industrial building:**

1. Total building floor area:

- Existing \_\_\_\_\_
- Proposed \_\_\_\_\_

2. % Industrial use:

- Existing \_\_\_\_\_
- Proposed \_\_\_\_\_

3. % Office use

- Existing \_\_\_\_\_
- Proposed \_\_\_\_\_

**Commercial building:**

1. Total building floor area \_\_\_\_\_

A letter/description of use \_\_\_\_\_  
 \_\_\_\_\_

If applicable, Committee of Adjustment file no. \_\_\_\_\_

Decision date: \_\_\_\_\_

(Note: Variance must clear appeal period prior to Certificate issuance)

❖ Please submit this form at the time of application