

OFFICE USE ONLY

Date Received

Date Complete

Application #

Name of building
and Civic Address

Name of Applicant

Applicant
Mailing Address

Phone

Fax

E-mail

Name of Property Owner

Property Owner
Mailing Address

Phone

Fax

E-mail

Summary of Proposed Work. (Please use the following pages to describe each component of the proposed work in detail. Please attach additional pages as necessary).

Total estimated cost of **exterior**
restoration work, excluding HST

Total grant request for exterior restoration
(50% of estimated costs up to \$200,000, excluding HST)

Total tax rebate request for exterior restoration
(15% of estimated costs over \$200,000, excluding HST)

Total tax rebate request for eligible exterior elements
on approved additions (15% of estimated costs, excluding HST)

Total estimated cost of eligible
interior renovation work, excluding HST

Total tax rebate request for eligible interior renovation work
(15% of estimated costs, excluding HST)

Applicant Signature

Date

Owner Signature

Date

COMPONENTS OF PROPOSED WORK

- Please describe the proposed work in each category.
- Please include recent photographs of the building with close-ups of the areas of work.
- Please include professionally prepared plans, elevation drawings and technical specifications.
- Please include itemized cost estimates for each component of the work. For large projects under professional project management, single estimates for each component are acceptable. For small, owner-managed projects, two contractor quotes for each component are required. Please ensure that cost estimates correspond clearly, accurately, and thoroughly with plans and specifications
- Please attach additional pages if necessary for full description.
- Please include copies of applicable permits or proof of application for same.

EXTERIOR RESTORATION / RENOVATION

	Description of proposed work	Estimated cost
Storefront (Traditional)	e.g., new windows and entrances, cornice/trim restoration.	Quote#1 Quote #2
Storefront (Non-traditional if applicable)		Quote#1 Quote #2
Upper Front Facade	e.g. masonry, cladding, cornices, window repair/replacement.	Quote#1 Quote #2
Other facades (side/ rear)		Quote#1 Quote #2
Foundation		Quote#1 Quote #2
Roof/chimneys		Quote#1 Quote #2
Signs		Quote#1 Quote #2
Awnings		Quote#1 Quote #2
Painting		Quote#1 Quote #2

INTERIOR RENOVATION / RESTORATION

	Description of proposed work	Estimated cost
Common areas, lobbies, stairs, washrooms		Quote#1 Quote #2
Elevator		Quote#1 Quote #2
Structural repair		Quote#1 Quote #2
HVAC		Quote#1 Quote #2
Electrical/ Telecom		Quote#1 Quote #2
Plumbing		Quote#1 Quote #2
Sprinkler		Quote#1 Quote #2
Energy efficiency improvements		Quote#1 Quote #2
Historic interior features	Please specify location (common area or leased area)	Quote#1 Quote #2

APPROVED ROOFTOP ADDITIONS

	Description of proposed work	Estimated cost
Cladding/trim		Quote#1 Quote #2
Windows/doors		Quote#1 Quote #2
Roof		Quote#1 Quote #2

FEES

	Service provided	Fee
Architect		
Other		