



**Planning & Development Services**  
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**TOWN OF AJAX**  
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## **Permit to Change Heating System from Unit Heating to Forced Air** Residential Buildings

### **Fees:**

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the TACBOC valuation)

### **Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization
- Completed Energy Efficiency Design Summary form (if applicable)

### **Drawing Submission:**

- Two copies of Floor Plans showing the proposed heating-duct runs, location of furnace and any other relevant information
- Two copies of the Heat Loss calculations, Ventilation specifications and Duct Layout

### **Additional Approvals and Information:**

- A letter of authorization from the owner of the property if the applicant is not the owner or the property is a Condominium

**This is a general list of requirements and is not intended to be comprehensive.**

FORM: PLD-071
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REVISED: 14/06/12
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