

**Schedule "E" to By-Law No. 2025-29****EXAMPLE OF NOTICE SERVED TO PERMIT HOLDER AND
PROPERTY OWNER OF FORFEITURE OF DEPOSIT****NOTICE OF OPEN BUILDING PERMIT**

Date: Month Day Year
To: Current Homeowner
123 some street
Fingal ON
N#P #S#

Re: Open Building Permit- Permit #202x-xxx
Permit Holder: Name
Permit Type: Name
Type of Permit: Building/Septic etc...
Permit Issued: date

Our records indicate that a building / demolition / septic system permit as noted above is open and the required inspections have not been completed. The Township respectfully requests that you review this letter and contact the Building Department to arrange an inspection.

A deposit of [\$deposit amount] is currently being maintained by the Township of Southwold. This deposit is pending the final completion of the project in accordance with the terms of the outstanding permit.

You must contact the Township of Southwold before [date is 30 days + 5 for service from date of notice] **Month xx, year** to schedule the final inspection. The deposit will be forfeited in full if the final inspection is not requested by [date is 30 days + 5 for service from date of notice] **Month xx, year**. The final inspection must be completed by [date 120 days from date of notice] **Month xx, year** for the deposit to remain eligible for a refund.

Failure to contact the Building Department will indicate non-compliance with the requirements of the Ontario Building Code and the status of the permit will be changed to 'Dormant'. The dormant permit will show as an open permit on property reports prepared by the Township and may adversely affect future real estate transactions and/or remortgaging. Re-activating a permit file may be subject to additional fees and the property owner may be subject to further enforcement under the Building Code Act.

Please contact the Building Department at 519-769-2010 as soon as possible to arrange for the required inspection. Thank you for your anticipated co-operation.

Sincerely,

Chief Building Official
Township of Southwold
35663 Fingal Line,
Fingal, Ontario, N0L 1K0
Office : 519-769-2010
Email : building@southwold.ca