



Toronto College Park  
 444 Yonge Street  
 Mezzanine Level  
 Toronto, ON M5B 2H4

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[www.torontocollegepark.com](http://www.torontocollegepark.com)

**WORK PERMIT REQUEST FORM**  
**PLEASE FAX TO: (416) 260-9824**

**72 BUSINESS HOURS ADVANCED NOTICE REQUIRED**

<b>BASIC REQUESTOR INFORMATION</b>			
<b>TENANT:</b> _____	<b>DATE:</b> _____		
<b>REQUESTED BY:</b> _____	<b>TELEPHONE NUMBER:</b> _____		
<b>LOCATION INFORMATION</b>			
<b>LOCATION OF WORK:</b> _____			
<b>SCOPE OF WORK:</b> _____			
<b>DATE(S):</b> _____	<b>START TIME:</b> _____	<b>END TIME:</b> _____	
<b>CONTRACTOR INFORMATION</b>			
<b>COMPANY NAME:</b> _____			
<b>CONTACT NAME:</b> _____			
<b>TELEPHONE #:</b> _____			
<b>CELL/PAGER #:</b> _____			
<b>SUBTRADES (ATTACH LIST):</b> _____			
<b>SPECIAL EQUIPMENT (IF ANY):</b> _____			
<b>MANAGEMENT REQUIREMENTS</b>			
<b>IS MANAGEMENT'S ASSISTANCE REQUIRED? (CIRCLE)</b>	YES	NO	
<b>SPECIFY NEEDS:</b> _____			
<b>IS THE SERVICE ELEVATOR REQUIRED? (CIRCLE)</b>	YES	NO	
<b>SPECIFY INTENDED USE:</b> _____			
<b>SPECIFY TIME REQUIRED</b>	<b>START TIME:</b> _____	<b>END TIME:</b> _____	
<b>SECURITY REQUIREMENTS</b>			
<b>EXTRA SECURITY REQUIRED? (CIRCLE)</b>	YES	NO	<b>PO #:</b> _____
<b>DATE(S):</b> _____	<b>START TIME:</b> _____	<b>END TIME:</b> _____	
<b>DESCRIBE SECURITY REQUIREMENTS:</b> _____			

**NOTE: ALL RENOVATIONS/ CONSTRUCTION TO PREMISES REQUIRE PRIOR AUTHORIZATION FROM THE MANAGEMENT OFFICE.**

<b>FOR OFFICE / PROPERTY MANGEMENT USE ONLY – REQUIRED INFORMATION</b>	
<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> WSIB CERTIFICATE <input type="checkbox"/> HOT WORK PERMIT <input type="checkbox"/> ROOF WAIVER (sign at Security Office) <input type="checkbox"/> OTHER _____	<input type="checkbox"/> LOADING DOCK / PARKING <input type="checkbox"/> PURCHASE ORDER _____ <input type="checkbox"/> PO TERMS AND CONDITIONS <input type="checkbox"/> TENANT NOTICES _____

Tenant Print Name	Signature	Date
Property Management B: Print Name	Signature	Date