

PROCEDURE FOR LETTERS OF INTERPRETATION

1. Applicant is to provide a letter on company letterhead, requesting of the office of the Chief Building Official for a Letter of Interpretation. **Please note:** this application can be submitted by email and does not require a formal hard copy by mail.

The letter should be addressed to:

Mr. Guido Mazza, Director of Building Services/Chief Building Official
City of Greater Sudbury
Tom Davies Square, Building Services
PO Box 5000, Stn A
200 Brady Street, 3rd Floor
Sudbury, Ontario P3A 5P3

2. The letter of request should include:
 - a. Property Address
 - b. Legal Description (if known)
 - c. Existing Use(s) of the property
 - d. A detailed description of Proposed Use(s) of the property (in full) including any proposed construction or uses that may impact this application
 - e. Definitions from the current Zoning Bylaw (Zoning Bylaw 2010-100Z that the applicant is seeking to confirm in alignment with their Proposed Use(s)
 - f. Contact information of the applicant (ie Business Name/Address & Primary Contact).
3. The fee for a Letter of Opinion is \$400.00 (subject to change as per User Fee By-law), to be submitted with the letter of request either in the form of a cheque or to be paid by credit card by calling the Building Services main line 705-674-4455 Ext 4278.