

**2.10% of loan amount Administration Fee for
Designated Commercial, Industrial or like properties.
\$390.00 Administration Fee for other properties***

***Program changes were approved by Council in October 2025. Fees continue to reflect 2025 User Fees and Charges By-law No. 25-023 approved in January 2025 identified under the previous program name.**

HERITAGE REVITALIZATION LOAN PROGRAM

APPLICANT INFORMATION	
Name of Applicant (Individual or Corporation or Partnership):	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
Is applicant the owner of the property?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "No", please complete the "Owner Information" section.</i>
If Corporation or Partnership, please provide Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors:	
Name of Registered Shareholders/Partners (Include Shareholder Registry): <i>Include Date of Birth of Shareholders</i>	

PROPERTY OWNER INFORMATION	
Name of Owner:	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors	
Name of Registered Shareholders/Partners (Include Shareholder Registry)	
THE PROPERTY	
Property Address:	
Use of Property e.g. residential/commercial including number of units:	
Nature of Business if applicable:	
REPORT OR WORK ESTIMATES	
<p>Please attach two (2) independent qualified consultant or contractor estimates for each component of the proposed report or improvement. Estimates are to be dated. Loan to be awarded based upon the lowest estimate.</p>	
Preferred Consultant/Contractor:	
Estimated Cost:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Second Consultant/Contractor:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Estimated Cost:	

Total Report/Construction Cost:	
Total Loan Requested:	
* Note if an applicant wishes to change consultant/contractors following Grant application submission, the applicant must first notify the Commercial Districts and Small Business Section and submit the required estimates to request approval for the change prior to the commencement of work.	
How many square meters of commercial space will be constructed /renovated as a result of this application?	
How many square meters of residential space will be constructed /renovated as a result of this application? How many residential units will be constructed/renovated?	

DESCRIPTION OF REPORT OR IMPROVEMENTS
<p>Please provide a written description of the proposed report or improvements. For proposed improvements, please attach a copy of architectural or design plan prepared by a professional or prepare a sketch showing proposed improvements and a photograph of the existing property (where applicable)</p>
OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

Note: **This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.**

Applicant/ Partnership/ Corporation Name	Street Number and Name	Area of City (i.e. Hamilton, Ancaster, Stoney Creek, Waterdown, Dundas, Binbrook)

**SIGNATURE OF OWNER/AUTHORIZED AGENT AFFIDAVIT OR SWORN
DECLARATION DATE OF APPLICATION SUBMISSION**

I, _____, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true. I also give permission to the City of Hamilton to utilize photographs of the project/property in the City of Hamilton's promotional material.

Applicant's Signature

Date

Authorization:

If the applicant is not the owner of the land that is the subject of this application, written authorization of the Owner that the applicant is authorized to make the application must be included with this application.

CONSENT OF THE OWNER

Complete the consent of the owner concerning personal information set out below.

**CONSENT OF THE OWNER TO THE USE AND
DISCLOSURE OF PERSONAL INFORMATION**

I, _____, am the owner of the land that is the subject of this application and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Ontario Heritage Act* and/or the *Planning Act* for the purposes of processing this application.

Name of Owner (please print)

Signature of Owner

Date

PERSONAL INFORMATION

Applicants Name _____
Address _____
Date of Birth _____
Business Phone _____ Cell Phone _____

BUSINESS INFORMATION

Company Name _____
Address _____
Date of Registration _____
Names of Registered Shareholders _____

Solicitors Name _____
Address _____
Phone _____ Fax _____
Accountants Name _____
Phone _____ Fax _____

PROPERTY INFORMATION

Address _____
Date of Purchase _____ Purchase Price _____
Appraised Value _____
Current Mortgage Amount _____
Rate _____ Term _____ Date of Maturity _____
Secondary Financing _____
Name on Title _____
Proposed Use _____
Estimated Cost _____ Amount Requested _____
Current Use _____

***Please provide survey or site plan**

DECLARATION

I /we hereby grant permission to the city of Hamilton, or its agents to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information.

Date

Signature

Date

Signature

OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

Note: This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.

Applicant/Partnership/ Corporation Name	Street Number and Name	City (i.e. Hamilton, Stoney Creek, Waterdown, Dundas, Binbrook)

DECLARATION

I/We hereby grant permission to the City of Hamilton, to carry out the necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information, including checking my/our credit report with a Credit Bureau and, discussing the terms and conditions of my/our first mortgage with the mortgagee.

Date

Signature

Date

Signature

The personal information on this form is collected under the legal authority of the Ontario Heritage Act, Section 39. The personal information will be used for determining your eligibility for a loan. If you have any questions about the collection, please contact the Business Analyst, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424 x 7519.

DIRECTION TO THE FINANCIAL INSTITUTION THAT HOLDS THE FIRST MORTGAGE ON THE PROPERTY, TO SHARE INFORMATION ON THE MORTGAGE WITH THE CITY OF HAMILTON

TO: _____
(Name of Financial Institution/Mortgagee)

(Address and phone number of Financial Institution)

FROM: _____
(Name of Applicant)

ACCOUNT NUMBER: _____
(Reference number for mortgage account)

PROPERTY DETAILS: _____
(Address of mortgaged property)

You are hereby authorized and directed to provide the City of Hamilton with any requested information relating to the above-noted mortgage account and this shall be your good, sufficient and irrevocable authority for so doing.

Applicant's Signature: _____

Date: _____

The City of Hamilton respects your privacy. The information received from the financial institution will be held in strictest confidence. The information is being requested to assist your eligibility and continued eligibility for financial assistance under the Heritage Revitalization Loan Program. However, please note that all information and records provided to the City in relation to the application may be subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, and that the City's obligations under the *Act* or any other applicable legislation may require information and/or records to be released to the public.

The personal information on this form is collected under the legal authority of the Ontario Heritage Act, Section 39. The personal information will be used for determining your eligibility for a loan. If you have any questions about the collection, please contact the Business Analyst, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424.

DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- ___ Completed Application Form
- ___ Payment of Application Fee
- ___ Two (2) dated estimates for each of the works being proposed for funding
- ___ Where an Application is in respect to a designated property containing multiple registered owners as a result of the building(s) thereon being a condominium or co-operative, the Application shall be submitted by the condominium corporation or co-operative corporation and shall be accompanied by:
 - a) A by-law of the condominium corporation or the co-operation authorizing the borrowing of money for the purposes of completing the Eligible Work described in the Application;
 - b) A by-law of the condominium corporation or co-operative corporation permitting the board to approve the undertaking of the Eligible Work described in the Application; and,
 - c) Proof satisfactory to the General Manager that the board of the condominium corporation or the co-operative corporation, whichever is applicable, has approved the Eligible Work described in the Application, and has approved the Application.
- ___ If the tenant of the property is the applicant, written authorization of the Owner that the applicant is authorized to make the application must be included with this application.
- ___ Articles of Incorporation Documents (if applicable)
- ___ Articles of Amendment (if applicable)
- ___ Shareholders Registry (i.e. List of Shareholders and their respective percentage ownership) (if applicable)
- ___ List of Applicant's Officers and Directors (if applicable)
- ___ Partnership Agreement (if applicable)
- ___ Photos of site prior to start of construction/renovation. Photos are to be date stamped.
- ___ Site Concept Plan (if applicable)
- ___ Anticipated start date for construction as well as anticipated completion date
- ___ Confirmation of the value of the property i.e. appraisal (under 1 year old)
- ___ Accountant Prepared Financial Statements if corporation or partnership applying (most recent 2 years and current year-to-date)
- ___ Personal Tax Returns if individuals applying (most recent 2 years and current year-to-date)
- ___ Net Worth Statement for personal guarantors or individuals applying

Please note the above information/documentation form part of a completed application (unless deemed to be non-applicable by the City). The City reserves the right to reject any incomplete application.

The personal information on this form is collected under the legal authority of the Ontario Heritage Act, Section 39. The personal information will be used for determining your eligibility for a loan. If you have any questions about the collection, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424.

PLEASE NOTE A HERITAGE PERMIT MAY BE REQUIRED FOR THE WORK YOU PROPOSE TO UNDERTAKE THEREFORE PLEASE CONTACT DEVELOPMENT PLANNING AT CulturalHeritagePlanning@hamilton.ca.

Requirements for Building Permits and Building Repair Contractor's Trade Licensing

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Replacing doors with or without frames	Maybe- depending on the work proposed		Yes
Replacing windows with or without frames	Maybe- depending on the work proposed		Yes
New awning	Yes		No
New awnings with lettering		Yes	No
Replacing the awning fabric - leaving the frame intact	Maybe-dependng upon whether a permit was obtained for the awning when erected		No
Replacing the awning fabric with lettering - leaving the frame intact		Yes-refer to City of Hamilton Plans Examiner	No
Erecting New signage		Yes	No
Install new electrical signage		Yes	No - it requires ESA Licence
Window tinting	No		No
Installing window wraps		No- But must be compliant with the Sign By-Law	No
Installing new lighting	Maybe- depending on the work proposed		No - it requires ESA Licence
Stucco	Yes		Yes
Painting of Building	No		No
Cleaning brick with water	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
Cleaning brick with chemicals	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
Sandblasting brick	No		No. Contact a Cultural Heritage Planner for approved cleaning methods

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Mural	No		No
New storefront façade	Yes		Yes
Siding	Maybe- depending on the work proposed		Yes
Tuck pointing	Yes - but not if minor		Yes
Plastering	Yes - but not if minor		Yes
Drywall	Yes - but not if minor		Yes
Repair walkway	No		No
Repairing wood trim	No		No

Additional Information on Window Replacement

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Windows require a permit if the window replacement falls into the following category:			
1. Windows are in a fire separation	Yes		Yes
2. when window sizes are changed or windows are relocated	Yes		Yes
3. when the building is a high rise building	Yes		Yes
4. if the building is a Part 3 building (a professional review is also required).	Yes		Work must be completed under direction & supervision of Professional Engineer or Architect
for Part 9 Single Family, Two Family and Three Family dwellings and townhouses replacement of the window does not require a permit.	No		
Replacement of a window means installing an entire exterior window assembly, including glass, sashes and frame into an existing window opening where the size and shape of such openings has not been altered in any way.			

Note: Where a project "has been designed by and is under supervision of a Professional Engineer or an Architect licenced to practice in Ontario" a Building Repair Contractor's Trade License is not required.

Note: Requirements for Building Permits and Building Repair Contractor's Trade Licensing listed above is subject to change without notice.