



Hamilton

Planning and Economic Development Department
Commercial Districts and Small Business Section
71 Main Street West, 7th Floor
Hamilton, Ontario L8P 4Y5
Phone: (905) 546-2424 Ext. 2755
Fax: (905) 546-2693

\$275.00 Application Fee for grants less than or equal to \$12,500
\$425.00 Application Fee for grants greater than \$12,500

HAMILTON HERITAGE PROPERTY GRANT PROGRAM

APPLICANT INFORMATION

Name of Applicant:		
Contact Name:		
Mailing Address:		
City & Postal Code:		
Telephone Number:		Fax 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 name(s) or registered shareholders/partners and percentages of ownership		

PROPERTY OWNER INFORMATION

Name of Owner:		
Contact Name:		
Mailing Address:		
City & Postal Code:		
Telephone Number:		Fax Number:
Cell Phone Number:		
Email:		
If Corporation or Partnership please provide name(s) of registered shareholders/partners and percentages of ownership		

THE PROPERTY		
Property Address:		
Use of Property e.g. residential/commercial including number of units:		
Number of dedicated parking spaces including breakdown for each use if mixed-use building:		
Nature of Business if applicable:		
WORK ESTIMATES		
<p align="center">Please attach two (2) independent contractor estimates for each component of the proposed improvement. Grant to be awarded based upon the lowest bid.</p>		
Preferred Contractor:		
Estimated Cost:		
Building Repair Contractor Trade Licence Number:	Expiry Date:	
Second Contractor:		
Building Repair Contractor Trade Licence Number:	Expiry Date:	
Estimated Cost:		
Total Construction Cost:		
Total Grant Requested:		
<p>* Note if an applicant wishes to change 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.</p>		
DESCRIPTION OF IMPROVEMENTS		
<p>Please provide a written description of the proposed improvements. 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 (if 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	City (i.e. Hamilton, Stoney Creek, Waterdown, Dundas, Binbrook)

CRIMINAL OFFENCE:

Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon? Yes No

For applicants that are Corporations, this question must be answered for all principals of the Corporation.

Please note that if the answer is “yes”, submission of a criminal conviction record check may be required.

SIGNATURE OF OWNER/AUTHORIZED AGENT CERTIFICATION DATE OF APPLICATION SUBMISSION AND PERMISSION TO UTILIZE PHOTOGRAPHS OF THE PROPERTY IN THE CITY OF HAMILTON’S PROMOTIONAL MATERIAL

I, _____, certify that answers and information I have provided in this application are true and complete, including my answer to the question of whether or not I (or the principal(s) of the Corporation) have been convicted of any criminal offence for which a record suspension or pardon has not been granted.

I also give permission to the City of Hamilton to utilize photographs of the 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

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant. 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 x2755.

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. I also give permission to the City of Hamilton to utilize photographs of the property in their promotional material.

Name of Owner (please print)

Signature of Owner

Date

Owner's Contact Information:	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Fax:
Email Address:	

The personal information on this form is collected under the legal authority of the Ontario Heritage Act, Section 39.1 and/or the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant. 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 x2755.

PLEASE NOTE A HERITAGE PERMIT MAY BE REQUIRED FOR THE WORK YOU PROPOSE TO UNDERTAKE THEREFORE PLEASE CONTACT DEVELOPMENT PLANNING AT 905-546-2424 EXT. 1202

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-dependig 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 it must be completed by a Licenced Building Exterior Cleaner
Cleaning brick with chemicals	No		No it must be completed by a Licenced Building Exterior Cleaner
Sandblasting brick- not eligible for Commercial Property Improvement Grant	No		No it must be completed by a Licenced Building Exterior Cleaner

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.