



# RESIDENTIAL SINGLE FAMILY / TWO FAMILY BUILDING PERMIT APPLICATION

**City of Coquitlam**  
**Building Permits Division**  
3000 Guildford Way  
Coquitlam BC V3B 7N2  
Tel: 604-927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

Office Use Only for Referral		
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Transportation Services	<input type="checkbox"/> RCMP
<input type="checkbox"/> Development Planning	<input type="checkbox"/> Eng. and Public Works	<input type="checkbox"/> School District No. 43
<input type="checkbox"/> Development Servicing	<input type="checkbox"/> Leisure and Parks	<input type="checkbox"/> Real Estate Division Strategic Initiatives *
<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Other
<input type="checkbox"/> BC Hydro	<input type="checkbox"/> FortisBC	<input type="checkbox"/> Other
* <i>The property listed on this Application was the subject of a Land Sale between the City and the Applicant</i>		
Office Use Only: Pre Screen Comments		

**Permit Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Cost of Construction:** \_\_\_\_\_

## Describe Work Proposed:

**Checklist Included?**  Yes  No

- Sub Type: Check One**
- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> One Family Dwelling | <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> One Family w/Secondary Suite | <input type="checkbox"/> One Family w/Carriage House |
| <input type="checkbox"/> Secondary Suite     | <input type="checkbox"/> Deck                | <input type="checkbox"/> Retaining Wall               | <input type="checkbox"/> Carriage House              |
| <input type="checkbox"/> Garage              | <input type="checkbox"/> Carport             | <input type="checkbox"/> Shed                         | <input type="checkbox"/> Other                       |
- Work Type:**
- |                              |                                   |                                     |                                |
|------------------------------|-----------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Addition | <input type="checkbox"/> Renovation | <input type="checkbox"/> Other |
|------------------------------|-----------------------------------|-------------------------------------|--------------------------------|
- Existing Buildings Will Be:**
- |   |                                   |                                    |                                     |
|---|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> No Existing Building | <input type="checkbox"/> Retained | <input type="checkbox"/> Relocated | <input type="checkbox"/> Demolished |
|---|-----------------------------------|------------------------------------|-------------------------------------|

**Invoice To:**  Owner  Agent  Contractor

## PLEASE READ CAREFULLY AND COMPLETE ACCURATELY

- Is the owner aware of the application?  Yes  No
- If appointing a representative, has the Agent Authorization section been completed?  Yes  No
- Is there a Board of Variance appeal involved?  Yes  No
- Is the building built pre 1990?  Yes  No
- Buildings built prior to 1990 may require hazardous materials testing prior to permit issuance*
- Are there any Development undertakings affecting the property?  Yes  No
- Examples: Development Permits, Development Variance Permits, Conservation Permits, Subdivision requirements, etc.*
- Are there any easements or restrictive covenants affecting the property?  Yes  No
- If yes, provide copies with the current title search for all properties*
- Are there any environmental or tree cutting concerns affecting the property?  Yes  No
- Is the subject property contaminated?  Yes  No
- A Site Profile or Approval in Principle from the Province must be submitted to the City if the property is contaminated*
- Is the property adjacent to a ravine/slope or a stream/creek?  Yes  No
- Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site:*

## Owner(s) of Property

<u>Owner:</u>	<u>Address:</u>	<u>Phone Number:</u>	<u>Email:</u>

### Contractor Information

\_\_\_\_\_  \_\_\_\_\_  
Contractor Company Name (*please print*) Contact (*please print*)

\_\_\_\_\_  \_\_\_\_\_  
Address Phone

\_\_\_\_\_  \_\_\_\_\_  
Email City of Coquitlam Business Licence

### Applicant Acknowledgement (attendee at counter)

I, the **Applicant**, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the City of Coquitlam is true and correct. I acknowledge that any material falsehood or any intentional or unintentional omission of any material fact with respect to this application made by the **Applicant** may result in an issued Building Permit becoming null and void. Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

\_\_\_\_\_  \_\_\_\_\_  
Applicant's Name (*please print*) Applicant's Signature

\_\_\_\_\_  \_\_\_\_\_  
Address Phone

\_\_\_\_\_  \_\_\_\_\_  
Email Date

**Please note:**

The personal information collected on this form is collected in accordance with the *Freedom of Information and protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Building Permitting System in accordance with Division 9 of the *Community Charter*. Should you have any questions or concerns about the collection of your personal information, please call the Front Counter Supervisor at 604-927-3441. (NOTE: Business contact information is not considered personal information and will be released on request).

The issuance of a permit, the review of plans and supporting documents, or inspections by the building and/or plumbing inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, the City of Coquitlam Building and Zoning Bylaws and any other applicable bylaws of the City.



## **AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION OR FILE ACCESS**

**It is understood, that:**

1. The City of Coquitlam shall deal with the above-noted agent with respect to all matters pertaining to the Building Permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect.
2. The above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the Building Permit.
3. A written letter from the Registered Owner(s) is required to cancel this appointment.
4. This document must be dated within 30 days of submission to the City of Coquitlam.
5. All information, including personal information, contained in this document and the Building Permit may be made available to the public.

**Print Form**



# AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION OR FILE ACCESS

City of Coquitlam  
Building Permits Division  
3000 Guildford Way,  
Coquitlam, BC V3B 7N2  
Tel: 604-927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

## Address

## Date

I/we, the registered owner(s) of the **above-noted address**:

X  
Owner's name (please print)

X  
Owner's name (please print)

hereby authorize the following representative to act as my/our Agent (please select either a company/firm **OR** an individual):

X  
Agent's company or firm name - if applicable (please print)

**OR** X  
Agent's individual name - if not a firm or company (please print)

X  
Company or firm contact - if applicable (please print)

X  
Phone number

X  
Address

X  
Email

To (check all that apply):

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to a permit

## SIGNED BY

X  
Owner's signature

X  
Owner's signature

X  
Owner's address

X                      X  
Owner's phone                      Owner's email

## Upon signing this form, it is understood, that:

1. "Owner" means a person registered in the records as the owner of land or of a charge on land, whether entitled to it in the person's own right or in a representative capacity or otherwise, and includes a registered owner.
2. "Agent" or owner's representative includes a person, firm or company representing the owner by designation or contract.
3. The City of Coquitlam shall deal with the above-noted Agent with respect to all matters pertaining to the building permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect.
4. The above-noted Agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the building permit.
5. A written letter from the Registered Owner(s) is required to cancel this appointment.
6. This document must be dated within 30 days of submission to the City of Coquitlam.
7. All information, including personal information, contained in this document and the building permit may be made available to the public.