



MINOR TENANT IMPROVEMENTS BUILDING PERMIT APPLICATION

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

Office Use Only – Referrals		
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Transportation Services	<input type="checkbox"/> RCMP
<input type="checkbox"/> Development Planning	<input type="checkbox"/> Design & Construction	<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:** _____

Checklist Included? Yes No

Sub Type: Check One Commercial Industrial Institutional

Work Type:

Racking Mezzanine Renovation Alteration

Fire Stopping Fire Damage Occupant Load Other

Invoice To: Owner Agent Contractor

Scope of Work: _____

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
- Does your building permit application include plumbing? 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 property adjacent to a ravine/slope or a stream/creek? Yes No

Briefly 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

X _____ X _____
Contractor Company Name (*please print*) Contact (*please print*)

X _____ X _____
Address Phone

X _____ X _____
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.

Please attend the Building Permit Division's front counter no later than 3:30 p.m. Monday to Friday (except holidays) to make your application. Appointments are not required for minor tenant improvement building permit applications. For more information on minor projects, please visit our website.

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

X _____ X _____
Applicant's Name (*please print*) Applicant's Signature

X _____ X _____
Address Phone

X _____ X _____
Email Date

Please note:

Minor tenant improvement applications do not require referrals to Development Planning. For major tenant improvement applications, please use our Commercial, Industrial, Multi-Family, Institutional Building Permit Application.

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.



**OWNER'S ACKNOWLEDGEMENT OF
DAMAGE TO CITY PROPERTY**

**CITY OF COQUITLAM
Building Permits Division
3000 Guildford Way
Coquitlam, BC V3B 7N2
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 ACKNOWLEDGE:

- A. As the **owner** of the property noted above, I am fully responsible for the cost of repair and/or cleanup of any damage to City property that occurred during any construction on my property.
- B. If an Engineering & Public Works Inspector identifies construction damage and/or deficiencies resulting from construction on my property, that I, as the **owner** of the property noted above, am fully responsible for completely remediating the construction deficiencies within the timeframe provided to me by the Engineering & Public Works Inspector.
Failure to comply with this deadline may result in the City undertaking one or more of the following actions:
 - 1. the Chief Building Official may suspend the building permit, which suspension may cause a delay in either:
 - a) issuance of an occupancy certificate; or
 - b) finalization of a permit;
 - 2. fix the damage and recover the costs from the **owner** of the property; and/or
 - 3. issue Bylaw Enforcement Notices under the City's:
 - a) *Litter and Desecration Prohibition Bylaw No. 4762, 2017;*
 - b) *Boulevard Maintenance Bylaw No. 4853, 2018;*
 - c) *Building Bylaw No. 3598, 2003.*

I have read and acknowledge my understanding of the requirements noted above:

Signature of owner

Signature of owner

Signed this _____ day of _____, 20_____.



AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION AND/OR FILE ACCESS

City of Coquitlam
Building Permits Division
3000 Guildford Way,
Coquitlam, BC V3B 7N2
Tel: 604-927-3441
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 **either** the following **company OR individual** representative to act as my/our Agent:

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/firm contact – if applicable (please print)

X _____
Company/firm Contact's phone number

X _____
Company/firm Contact's address

X _____
Company/firm Contact's 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.