

**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 – 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

\* The property listed on this Application was the subject of a Land Sale between the City and the Applicant

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

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

**Checklist Included?**  Yes  No

**Sub Type: Check One**

<input type="checkbox"/> Residential Single Family	<input type="checkbox"/> Residential Two Family	<input type="checkbox"/> Residential w/Secondary Suite
<input type="checkbox"/> Residential w/Carriage House	<input type="checkbox"/> Carriage House	<input type="checkbox"/> Garden Cottage
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family / Townhouse	<input type="checkbox"/> Industrial
<input type="checkbox"/> Institutional	<input type="checkbox"/> Other	

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**Invoice To:**  Owner  Agent  Contractor

**Scope of Work:** \_\_\_\_\_

**PLEASE READ CAREFULLY AND COMPLETE ACCURATELY**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the owner aware of the application?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If appointing a representative, has the Agent Authorization section been completed?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the property contain a purpose built rental?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the building built pre 1990?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>(Note: Buildings built prior to 1990 require hazardous materials testing prior to permit issuance)</i>   |                              |                             |
| Are there any Development undertakings affecting the property?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>(Note: Development undertakings include Development Permits, Development Variance Permits, Conservation Permits, Subdivision requirements, etc.)</i>   |                              |                             |
| Are there any easements or restrictive covenants affecting the property?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>(Note: If yes, provide copies with the current title search for all properties. A fee may be charged for any copies the City must obtain by other means)</i>   |                              |                             |
| Are there any environmental or tree cutting concerns affecting the property?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the property adjacent to a ravine/slope or a stream/creek?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>(Note: Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site. E.g. watercourses top-of-bank or crest / toe of steep slope within 50 metres of property):</i> |                              |                             |

**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.

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:**

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.

Failure to call for a final inspection prior to December 31st the previous calendar year may affect your Utility Charges the following year.



**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**

As the registered owners of the **above-noted address**, I/we:

X \_\_\_\_\_ X \_\_\_\_\_  
Owner's Name (please print) Owner's Name (please print)

Hereby authorize the following representative to act as my/our Agent:

X \_\_\_\_\_ X \_\_\_\_\_  
Agent's Name (please print) Agent's Company Name (please print)

X \_\_\_\_\_ X \_\_\_\_\_  
Agent's Email Agent's Phone

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 \_\_\_\_\_ X \_\_\_\_\_  
Owner's signature Owner's signature

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Owner's address Owner's phone number Owner's Email

**FURTHER REQUIREMENTS TO BE AN AUTHORIZED AGENT**

**For Strata Property:**

I hereby submit written authorization from one of the following parties:

- President of the Strata Council (recent copy of Strata Minutes are required to confirm the name of the current president)
- The Property Management Company (signed authorization by the Director or Principal of the Property Management Company on official Company Letterhead (to confirm the current Property Management Company has an agreement to grant agent authorization).

**Bare Trust Agreement / Separate Beneficial Owner(s)?**

- I/we am/are the beneficial owner(s) of the above-noted property.
- I/we acknowledge that there is a Bare Trust Agreement for the above-noted property and have provided a copy of the Bare Trust Agreement along with a BC Registry Search showing the owner(s) and general partner(s) of the owner(s) are in good standing.



## **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.