



Planning and Development Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
T: 604.294.7400 E: planning@burnaby.ca

## PROPERTY ADDRESS CHANGE

I, \_\_\_\_\_ (please print) am the registered owner / [authorized agent](#) of the property listed below and hereby apply to change the address to the preferred address indicated:

**EXISTING ADDRESS:** \_\_\_\_\_

**PID #:** \_\_\_\_\_

☐ Single-Family   ☐ Multi-plex   ☐ Strata   ☐ BLDG Permit # \_\_\_\_\_   ☐ DEMO Permit # \_\_\_\_\_

**PREFERRED Property Address** (indicate all for multi-plex):

**First Choice:** \_\_\_\_\_   **Second Choice:** \_\_\_\_\_

(I hereby waive any right of action of claim that the owners and occupiers of this property may have against the City of Burnaby ("City") arising out of this requested change of address or out of any delay or failure by the City to notify agencies or update records to reflect the change of address.)

**Owner Information:**

OWNER:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
EMAIL:		
SIGNATURE:	DATE:	

### OFFICE USE ONLY

The City of Burnaby has approved a **CHANGE OF ADDRESS** for the above property as follows:

<b>NEW ADDRESS:</b>		
<b>Note: It is YOUR responsibility to NOTIFY all affected agencies and change the number on dwelling.</b>		
SIGNATURE:	DATE:	
General Manager Planning and Development		
ADR Case #	Fee \$	Invoice #
<ul style="list-style-type: none"><li>• Planning to add to Master Database</li><li>• Email to Property Address Change Distribution list</li></ul>		

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**General Information**

*I hereby declare that the Provincial licence and/or certification is in effect and valid and that all other information contained in this referral form is accurate. I acknowledge that all work performed shall be done in accordance with all applicable City of Burnaby Bylaws and Provincial Regulations.*

*Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at [FOI@burnaby.ca](mailto:FOI@burnaby.ca) or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.*