



Building Division, Planning and Development Department
2ND Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7130 Fax: 604-294-7986

AGENT AUTHORIZATION FORM

BUILDING AND DEMOLITION PERMITS

Section 1: Owner/Lessee

This will confirm my appointment of: _____

Agent's Name and/or Name of Company

as my agent in all matters related to obtaining any required building permits or demolition permits for:

Project Address: _____

and to make all necessary arrangements with the City of Burnaby, to perform all matters and to take all necessary proceedings with respect thereto.

Until the City is advised **in writing** that the agent no longer acts on behalf, the City will deal exclusively with my agent with respect to all matters to the proposed **demolition and/or building permit** and are under no obligation to communicate with me or any other person other than my agent in regard to these permits. This authorization supersedes all previous appointments.

This document shall not be read as authorizing the Agent to undertake work on the property. Control of activities on the property remains with the property owner. The Agent must obtain written permission from the property owner independently to begin and continue any demolition or construction.

I/We hereby certify that I am/we are the ☐ registered owner(s), or ☐ lessee of the said land and do hereby consent to the above.

Owner/Lessee information must match the Schedule "F" Owner(s) Undertaking

1) Owner or Lessee Name: _____

Signature: _____

2) Owner or Lessee Name: _____

Signature: _____

3) Owner or Lessee Name: _____

Signature: _____

Company Name (if applicant): _____

Date: _____

Section 2: Agent Information

Acknowledged by Agent: _____

Print Agent Name and/or Name of Company

Email: _____ Phone: _____ Cell: _____

Address: _____ City: _____ Postal Code: _____

Agent Signature

Date

All building permits are issued in the owner(s) name(s). Only the owner can request a transfer, refund, or cancel a permit.