



Office Use Only
Building Permit Number: _____

## AGENT AUTHORIZATION - BUILDING DEPARTMENT

Building and Demolition Permits

### 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 pertaining 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 with 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 ( ) the 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 applicable): \_\_\_\_\_ Date: \_\_\_\_\_

### AGENT INFORMATION

Acknowledged by Agent: \_\_\_\_\_  
*(Print Agent Name and/or Name of Company)*

E-mail: \_\_\_\_\_ 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.**