



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

CERTIFIED PROFESSIONAL (CP) PROGRAM SIGNING AUTHORITY

Chief Building Inspector
Building Division, City of Burnaby
2nd Floor, 4949 Canada Way
Burnaby, BC V5G 1M2

RE: Signing Authority for City of Burnaby Certified Professional Projects

This letter is to advise that I will be away from my office on the following dates:

From: _____ and returning on: _____.

In my absence I am delegating my authority as Certified Professional on active projects for the City of Burnaby to the following Certified Professional within my firm to act on my behalf and to review, sign and use their CP stamp on any relevant project documentation during my absence.

I confirm that I have reviewed the project scope and status with them and have informed the City's assigned project coordinator of my intended absence.

Certified Professional acting on my behalf: _____

Yours Truly,

Company Name: _____

Certified Professional's Stamp

