



City of Burnaby
 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.