



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

# BUILDING PERMIT APPLICATION TENANT IMPROVEMENT

Application Date: \_\_\_\_\_

Plan Checker (PC): \_\_\_\_\_



## Section 1: Property Information

<b>SITE ADDRESS:</b>		<b>POSTAL CODE:</b>	
LEGAL DESCRIPTION:	Lot:	Block:	DL: Plan:
<b>TENANT NAME:</b>		<b>Unit #</b>	
<b>PROJECT VALUE \$</b>		<b>Number of Plans Submitted:</b>	
<b>Occupancy Type:</b>	<input type="checkbox"/> Retail	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant
	<input type="checkbox"/> Residential	<input type="checkbox"/> Personal Services	<input type="checkbox"/> Manufacturing
	<input type="checkbox"/> Food Sales	<input type="checkbox"/> Warehouse	<input type="checkbox"/> School
	<input type="checkbox"/> Other:	<input type="checkbox"/> Repairs	

## Section 2: Building Owner(s)

PROPERTY OWNER:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

## Section 3: Designer

DESIGNER:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

## Section 4: Contractor *Business License Name*

CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

## Section 6: Agent Contact *Agent Authorization Form Required*

AGENT CONTACT:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

**Who will be paying for the application fees:**  Tenant/Lessee  Contractor  Agent Contact  Other:

*Note: Separate permits are required for electrical, plumbing, gas installation, alterations of sprinklers and illuminated signs. Letters of Assurance for sprinkler installation must be submitted at time of application for sprinkler permits.*

*I acknowledge that the permit application fee is non-refundable.*

*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 or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.*

**Applicant Name:** \_\_\_\_\_  
 Owner  Agent Contact \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

