



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

CERTIFIED PROFESSIONAL (CP) PROGRAM BUILDING PERMIT APPLICATION

Application Date: _____

Plan Reviewer (PR): _____

Section 1: Property Information

SITE ADDRESS:		POSTAL CODE:	
LEGAL DESCRIPTION:	Lot:	Block:	DL: Plan:
This application is to: (Check applicable box)	<input type="checkbox"/> Construction of New Building(s)		Number of Residential Units:
	<input type="checkbox"/> Tenant Improvement prior to shell building occupancy*		Shell Building Permit Number: BLD
	<small>*PPA required for exterior alterations and change of use.</small>		FLOOR LEVEL: SUITE NUMBER:
PROJECT VALUE: \$			
DESCRIPTION OF WORK TO BE DONE (including proposed uses):			

Section 2: Certified Professional

COMPANY NAME:		BUSINESS LICENSE/ACCOUNT:	
CERTIFIED PROFESSIONAL:			
ADDRESS:	CITY:	POSTAL CODE:	
PHONE NUMBER:	CELL PHONE:		
E-MAIL:			

Section 3: Registered Property Owner(s):

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

Section 4: Tenant

TENANT'S NAME:	Is the owner aware of this application?	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:		

Section 5: Contractor Business License Name

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

Section 6: Authorized Agent for Owner Agent Authorization Form Required

AUTHORIZED AGENT:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:		
Who will be paying for the application fees: <input type="checkbox"/> CP <input type="checkbox"/> Tenant/Lessee <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Authorized Agent <input type="checkbox"/> 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.

Certified Professional: _____
Print Name Signature Date

BUILDING PERMIT #	BLD	DEMOLITION PERMIT #	DEMO	TREE PERMIT #	TRE
FOUNDATION PERMIT #	FDN	EXCAVATION PERMIT #	BLD	ALTERNATIVE SOLUTION #	AS