Coquitlam

City of Coquitlam
Building Permit Application

Office Use Only	Office Use Only for Referral
File Number: _____	☐ Development Planning
Fees: $_____	☐ Development Servicing
Receipt #: _____	☐ Environmental Services
Received by: _____	☐ Transportation Services
Associated files: _____	☐ Eng and Public Works
	☐ Leisure and Parks Serv.
	☐ Fire Dept.
	☐ RCMP
	☐ School District No. 43
	☐ BC Hydro
	☐ FortisBC
	☐ Other:_____

Building Permits Division
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3441 Fax: 604-927-3445

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

Instructions: If more information is required than a field allows for, please attach additional pages.

Applicant

Business Name: _____ Invoice to: ☐

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Agent (if different from applicant)

Business Name: _____ Invoice to: ☐

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Owner(s) of Property

Invoice to: ☐

Owner	Address and Postal Code	Phone	Email

Print Form

Contractor

Business Name: _____ Invoice to: ☐

Business Licence Number: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Property Description

Note: Not required for Wood Stove, Demolition or most Plumbing related permits.

Property Identification Number(s): _____

Property Address: _____

Legal Description:

Existing land use(s): _____

Existing zone(s): _____

Existing buildings/structures will be: ☐ Retained ☐ Demolished ☐ Relocated ☐ No Existing Buildings

Are there any Development undertakings affecting the property? ☐ Yes ☐ No

(Note: Development undertakings include Development Permits, Development Variance Permits, Conservation Permits, Subdivision requirements, etc.)

Are there any easements or restrictive covenants affecting the property? ☐ Yes ☐ No

(Note: If yes, provide copies with the current title search for all properties. A fee may be charged for any copies the City must obtain by other means.)

Are there any environmental or tree cutting concerns affecting the property? ☐ Yes ☐ No

(Note: Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site. E.g. watercourses top-of-bank or crest / toe of steep slope within 50 metres of property)

Print Form

Proposal

Describe the work proposed (add supplemental sheets as necessary):

Worksheet Included? ☐ Yes ☐ No

Estimated Cost of Construction (**Note:** Not required for Two family Residential, Single family Residential or Additions to such, Secondary Suites, Basement Finishes, Decks, and Accessory Residential Structures.)

Applicant Acknowledgement

I, the Owner/Agent, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the City of Coquitlam is true and correct. I acknowledge that any material falsehood or any intentional or unintentional omission of any material fact with respect to this application made by the Owner/Agent may result in an issued Building Permit becoming null and void.

I, the Owner/Agent, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

Owner Signature

Date

Owner/Agent Name (please print)

Authorization of Applicant

I hereby designate _____ to act as my agent in matters related to this application.

Owner Signature: _____ Date: _____

Owner Name (Printed): _____

Note: A duly authorized Agent of the Owner may sign here on behalf of the Owner. A letter authorizing the Applicant to act as an agent of the Owner with the signatures of all Owners will also be accepted.

Print Form