

**Planning and Development Department**  
3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3441 Fax: 604-927-3982

**To: General Manager Planning & Development; City of Coquitlam**

I/We, \_\_\_\_\_ (the “Registered Owner”),  
(Legal name(s) appearing on Title)

**own the lands described below and confirm the appointment of:**

\_\_\_\_\_  
(Legal name of consultant/corporation/individual appointed as Agent)

Address of Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**to act as my/our agent with respect to all matters relating to a building permit for:**

\_\_\_\_\_

**under City of Coquitlam Building Bylaw No. 3598, 2003 regarding the lands described as:**

Civic address of Property: \_\_\_\_\_

Legal description of Property:  
\_\_\_\_\_  
\_\_\_\_\_

It is understood, that:

1. the City of Coquitlam shall deal with the above-noted agent with respect to all matters pertaining to the Building Permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect;
2. the above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the Building Permit; and
3. a written letter from the Registered Owner(s) is required to cancel this appointment.

**Further, I/we hereby agree that all information, including personal information, contained in this document and the Building Permit may be made available to the public.**

**Dated at:** \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Place where form executed)

\_\_\_\_\_  
(Signature of Registered Owner(s), Authorized Signatory for Owner Corporation or Strata Corporation)

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Name of Owner Corporation or Strata Corporation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Phone number and email of Registered Owner or Authorized Signatory for Owner Corporation or Strata Corporation)