

### Office Use Only for Referral

- |  |   |
|--|---|
| <input type="checkbox"/> Plumbing                | <input type="checkbox"/> Fire Dept.             |
| <input type="checkbox"/> Development Planning    | <input type="checkbox"/> RCMP                   |
| <input type="checkbox"/> Development Servicing   | <input type="checkbox"/> School District No. 43 |
| <input type="checkbox"/> Environmental Services  | <input type="checkbox"/> BC Hydro               |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> FortisBC               |
| <input type="checkbox"/> Eng and Public Works    | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Leisure and Parks.      |   |

### Building Permits Division

3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3441 Fax: 604-927-3982

*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.

## Property Description

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

Property Identification Number(s): \_\_\_\_\_

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

Is the property adjacent to a ravine/slope?     Yes     No

Is the property adjacent to a stream/creek?     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)

**Applicant (attende at counter)**

Business Name: \_\_\_\_\_ Invoice to:   
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) of Property**

Invoice to:

Owner	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Agent (if different from applicant)**

Business Name: \_\_\_\_\_ Invoice to:   
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**

Business Name: \_\_\_\_\_ Invoice to:   
Business Licence Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

