



# AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION AND/OR FILE ACCESS

City of Coquitlam  
Building Permits Division  
3000 Guildford Way,  
Coquitlam, BC V3B 7N2  
Tel: 604-927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**

I/we, the registered owner(s) of the **above-noted address**:

X \_\_\_\_\_  
Owner's name (please print)

X \_\_\_\_\_  
Owner's name (please print)

Hereby authorize **either** the following **company OR individual** representative to act as my/our Agent:

X \_\_\_\_\_  
Agent's company or firm name – if applicable (please print)

**OR** X \_\_\_\_\_  
Agent's individual name – if not a firm or company (please print)

X \_\_\_\_\_  
Company/firm contact – if applicable (please print)

X \_\_\_\_\_  
Company/firm Contact's phone number

X \_\_\_\_\_  
Company/firm Contact's address

X \_\_\_\_\_  
Company/firm Contact's email

To (check all that apply):

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to a permit

## SIGNED BY

X \_\_\_\_\_  
Owner's signature

X \_\_\_\_\_  
Owner's signature

X \_\_\_\_\_  
Owner's address

X \_\_\_\_\_ X \_\_\_\_\_  
Owner's phone Owner's email

Upon signing this form, it is understood, that:

1. "Owner" means a person registered in the records as the owner of land or of a charge on land, whether entitled to it in the person's own right or in a representative capacity or otherwise, and includes a registered owner.
2. "Agent" or "owner's representative" includes a person, firm or company representing the owner by designation or contract.
3. 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.
4. 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.
5. A written letter from the Registered Owner(s) is required to cancel this appointment.
6. This document must be dated within 30 days of submission to the City of Coquitlam.
7. All information, including personal information, contained in this document and the building permit may be made available to the public.