



The purpose of this brochure is to explain to developers and/or their representatives the processes involved in applying for, and obtaining a Building Permit to construct a new or substantially renovate a *Major Development*. This package contains commonly required forms and documents that are required for a building permit application. Please review this package thoroughly, and ensure all required forms have been completed fully prior to applying for a building permit. This list is minimum requirements only. Please note that additional documentation may be requested.

**[\\*See below for a summary of the forms & documentation enclosed in this package\\*](#)**

### **Permit Application Checklist**

Please carefully review and complete this checklist to ensure you have all required documentation prior to application submission. Several of the required forms are provided in this package for your convenience.

### **Permit Application Contact Form**

Please fill out completely, and ensure all information is accurate. Contractors, owners, and/or applicants email is required, for both contacting you during plan review and during the inspection process.

### **Letter of Authorization**

A letter of authorization must be signed by **every person(s) on title**, or an authorized signing agent, if the owner is a corporation.

### **Building Information Sheet**

**BC Energy Compliance**                      Design Verification Report – Compliance Pathway

### **Emergency Vehicle Access Requirements**

### **Townhouse & Rowhouse Sprinkler & Alarm Guidelines**

### **Construction Fire Safety**

### **CRP Monthly Progress Report**

### **Address and Suite Numbering**

### **Tree Permit Applications – (Tree Regulation Division)**

The City has a Tree Protection and Regulation Bylaw, which restricts the removal of trees on the subject property, and monitors the protection of retained trees on both subject site and neighbouring properties. Please complete the Tree Application which is relevant for your project.

### **Erosion & Sediment Control Submission – (Engineering Dept.)**

As per the Erosion & Sediment Control (ESC) Bylaw, applicants must indicate what ESC facilities will be in place during construction. Please contact engineering department for more information, 604-527-4592. ESC submission is required for all new construction.

### **Street Occupancy Permit Application Form**

## **Staged and/or Phased Permit Applications**

For Building Permit applications where the construction will be staged and require partial permits, the following submission requirements apply:

1. Excavation stage:  
Site plan; Geotechnical Report; Professional Schedules A and B (geotechnical); Excavation & Shoring drawings; Erosion & Sedimentation plan; Hoarding & Site Safety Plan; Construction Fire Safety Plan; Traffic Management plan
2. Foundation stage:  
Code Analysis; foundation drawings; underground service drawings; full calculations of structural design and mechanical design loads; Professional Schedules A and B as applicable
3. Superstructure:  
Full Architectural, Structural, Mechanical, Civil, Electrical and Fire Sprinkler drawings; Professional Schedules A and B as applicable; Full Code Analysis and any alternative solutions

### **Phased Projects:**

For a multi-building project that will be constructed in phases, each phase must be applied for separately and meet all requirements in effect at the time of application. Drawings must be specific for each phase of construction.

#### **Building Bylaw 8125, 2019**

**PARTIAL PERMITS :** The Building Official may, at the risk of the applicant, issue a permit for a portion of a building or structure before the design, plans and supporting documents for the entire building or structure have been reviewed provided sufficient information has been provided to the City to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with the Building Code, this Bylaw, or other applicable codes, standards, bylaws and enactments and the permit fee applicable to that portion of the building or structure has been paid. Notwithstanding the issuance of the permit, the requirements of this Bylaw shall apply to the remainder of the building or structure as if the permit for the portion of the building or structure had not been issued.

**“phased project”** means a project or development consisting of multiple buildings on a single property, that will be built at separate times



**Prior to Building Permit Application the following requirements MUST be complete:**

**1. Property:**

Any subdivision / consolidation of the property must be complete. (the site plan submitted and calculations for design must match the legal property at the time of submittal. Any changes to the property after application submittal that occur prior to permit issuance may invalidate the permit application and require a resubmission).

**2. Engineering Development Review:**

The submission to Engineering Department must have been made and their first review comments returned prior to submission for Building Permit.

**3. Rezoning:**

If rezoning is required, an application must be filed and have first reading through City Council prior to submission for Building Permit.

**4. Development Permit:**

A Development Permit application must be submitted and the project taken to Design Panel for their review prior to submission for Building Permit.

**5. Tree Permit:**

The City has a Tree Protection and Regulation Bylaw, which restricts the removal of trees on the subject property, and monitors the protection of retained trees on both subject site and neighbouring properties. A Tree Permit must be applied for even if there are no trees on the property.

The following documentation is required as part of the tree permit application, and must be submitted at the time of Initial Submission. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Tree Division at 604-636-4318.

REQUIRED DOCUMENTATION – TREE PERMIT APPLICATION	Required	Submitted	Not Req'd
For information regarding the City's Tree Protection Policy, refer to the <a href="#">Tree Regulation Webpage</a> , or contact them at 604-636-4318			
Tree Application Form ( Critical Root Zone Work Authorization, No Tree Declaration, or Removal Permit)			
Arborist Report, ( Report to be in Colour) (Required for all new construction or demolition. Contact Tree Division to determine whether your renovation requires a Project Arborist) • <b>Include Protection / Replacement Plan, Tree Site Map, &amp; Photographs.</b>			
Letter of Undertaking ( <u>only</u> if work will be in the critical root zone of an on-property tree)			
Letter of Consent ( <u>only</u> if a tree located on a neighbouring property is to be removed)			
Letter of Acknowledgement (only if work will be in the critical root zone of an off-property tree)			

**6. Preliminary Building Permit Application Meeting:**

The design team is required to contact the Permit Coordinator to arrange a meeting **prior to** submission for Building Permit



# Major Development Building Permit Application Checklist - 1

Please complete ALL sections of the Permit Application Checklist and ensure you have all required documents.

## Incomplete Applications Will Not Be Accepted.

**Project Address:**

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### STEP 1 - Permit Application

The following documentation is required at the time of permit application. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Building Division at 604-527-4580.

REQUIRED DOCUMENTATION – INITIAL SUBMISSION						
Method of Payment (application fee <b>must be paid</b> at time of application)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit			
	Required	Submitted	Not Req'd			
	* items required for ALL applications					
Permit Application Form	*					
Letter of Authorization ( Signed by every Person on Title)	*					
<a href="#">Title Search</a> (no older than 48h old – obtain from BCLTSA office)	*					
Are you aware of any easement or right-of-way's which are on Title		<input type="checkbox"/> YES	<input type="checkbox"/> NO			
Estimated Construction Value (per building) from Quantity Surveyor						
Letters of Assurance (Schedules A & B)						
Code Analysis or Report						
Alternative Solution(s) (if applicable)						
Geotechnical Report						
Slope Stability Assessment						
BCLS survey						
Excavation and Shoring Plan (if applicable)						
Erosion & Sedimentation Control (ESC) Plans						
Hoarding and Site Safety Plan						
Traffic Management Plan						
Construction Fire Safety Plan						
Design / Architectural Drawings (3 copies, (maximum paper size 30"x42"))	*					
<ul style="list-style-type: none"> <li>• <b style="color: red;">Do Not Collate</b></li> <li>• <b style="color: red;">Drawings marked "Not For Construction" are NOT Acceptable</b></li> </ul>						
BC Energy Code Step Level (proposed)	Step (please circle)	1	2	3	4	5

## Major Development Building Permit Application Checklist - 2

REQUIRED DRAWINGS [do not collate] 3 copies each		Submitted	Not Req'd	
<b>Architectural</b>  (signed & sealed by Professional)	Site Plan			
	Floor Plans			
	Cross Sections			
	Elevations			
	Construction Details including Wall Schedule			
	Fire Stop Details			
	Window & Door Schedules			
<b>Structural</b>  (signed & sealed by Professional)	Sufficient drawings, cross-sections and details to show compliance with BCBC.			
<b>Plumbing</b>  (signed & sealed by Professional)	Floor plan, cross-sections, isometric drawings, and details; fixtures and locations, <b>number of fixtures</b> ; piping materials and sizes; venting, cleanouts, water meter and pressure reduction device plumbing arrangements, backflow device; water meter size			
<b>On-Site Civil</b>  (signed & sealed by Professional)	Sufficient drawings, cross-sections and details to show compliance with the Plumbing Code.			
<b>Mechanical</b>  (signed & sealed by Professional)	Floor plan, cross-sections and details, ducting layout, fire separations and fire dampers			
<b>Electrical</b>  (signed & sealed by Professional)	Floor plan with electrical fixture layout; fire alarm system and detection devices, exit and emergency lighting locations.			
<b>Landscape</b>	Landscape drawings prepared by a registered Landscape Architect (BCLSA) or other competent landscape designer are required.			

**SUBMITTED LETTERS OF ASSURANCE – (“Schedule B’s”)**

	Enter name of Registered Professional
Structural:	
Architectural:	
Geotechnical:	
Other:	
Other:	

**REQUIRED INFORMATION** (Separate Plumbing & Service Permits are required)

<b>PLUMBING FIXTURES</b>	<b>Included</b>	<b># fixtures</b>	
The following plumbing fixtures are proposed to be included with this project.	(*) mandatory		
Water Closet (Toilet)	✓(*)		
Wash Basin (Bathroom)	✓(*)		
Bath Tub			
Shower			
Site Built Shower			
Sink (Kitchen/Laundry)	✓(*)		
Dish Washer			
Ice Maker (Refrigerator)			
Auto Washer			
Water Heater (Hot Water Tank; Insta-heat; storage tank)	✓(*)		
Floor Drain			
Hose Bib	✓(*)		
Deck Drain			
Back Water Valve			
<b>ON-SITE SERVICES</b>			
Sanitary Sewer	✓(*)	Flat rate fee	
Storm Sewer	✓(*)	Flat rate fee	
Water Service	✓(*)	Size ____	
Drain tile	✓(*)	Flat rate fee	
Sump	✓(*)		
Rainwater Leaders (RWL)	✓(*)		
Back Water Valve (Storm/Sanitary)	✓(*)	2	

**SURVEY PLAN REQUIREMENTS**

A legal survey is required to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

All survey plans:

- Must be sealed, signed and dated by a BC Land Surveyor (BCLS)
- Must use the Geodetic Datum
- All Survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial)
- Must include legal description and civic address of the property.
- The originating benchmark must be referenced on the topographical survey.

## DESIGN DRAWING REQUIREMENTS

Please note the following:

- It is the Permit Holders responsibility to ensure City copies of the plans are up to date.
- Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout the entire application in one standard only.

In order to facilitate the plan checking process and the issuance of building permits it is recommended that the following additional information is included on the building permit drawings. Without this information there may be delay in the plan checking process.

### **Cover Page** (signed and sealed by architect)

- CRP, RP's and Code Consultant contact information
  - name
  - company name if applicable
  - discipline of responsibility
  - telephone number
  - email address
- code analysis table (please contact the plan checker for more detail)
- number and location of adaptable units

### **Site Plan & Firefighting Access Plan** (signed and sealed by architect)

- property lines
- setbacks, Rights-of-way (ROW) & Easements
- parking – accessible & entrances
- response points
- driveway width, length, turning radius, overhead clearance, gradient, design load, turnaround
- fire department principal entrances
- location of fire department's connection and hydrants
- distance from the fire truck access to main entrance and/or each individual units; all other firefighting facilities
- location of CACF, annunciator panels and lock boxes

### **Code Report** (signed and sealed by code consultant)

- submitted with any requests for alternative solutions
- code drawings
- project specific (not general code requirements)
- confirms that the submitted permit drawings have demonstrated compliance to the requirements of Division A; Division B Parts 1 and 3; and Division C of the BCBC



**Floor Plans** (signed and sealed by architect)

- location and fire-resistance rating of fire separations (including firewalls)
  - legend –0 to 4 hrs -color coded with dashed black and white marking
- travel distance measurements
- occupant load –individual area/room and total
- location of exit including capacity
- identification of CO vestibules
- standpipe locations
- alternative solutions –type and location
- proposed firestop listings
- accessibility –including adaptable units (minimum 40%)

**Building Cross Sections** (signed and sealed by architect)

- horizontal and vertical fire separations including firewalls
  - legend –0 to 4 hours –colour coded with dashed black and white marking
  - ULC# for each of the fire separations
- cross over floors

**Elevation Plans** (signed and sealed by architect)

- spatial separation calculations

**High-Rise Measure**

(shown on all applicable architectural, mechanical and electrical drawings signed and sealed by the respective registered professionals of record)

- venting and pressurization
- vestibules including measure N
- firefighters' elevator
- emergency power / lighting
- protection of electrical conductors
- CACF
- cross-over floors
- elevator recall & alternate recall

**Structural Drawings** (signed and sealed by the respective registered professionals of record)

- must reference Geotechnical Report
- provide sufficient drawings, cross-sections and details to show compliance with BCBC

**Fire Alarm Drawings** (signed and sealed by the respective registered professionals of record)

- color coded or highlight all devices including exit signs, detectors, pull stations, etc.

**Plumbing Drawings** (signed and sealed by mechanical engineer)

- color coded or highlight all fixtures
- number of fixtures and hydraulic loads of fixtures -per suite, per floor, per building (water, sanitary and storm)
- pipe design details including material, size, slope and hydraulic load (fixture units or litres) for water, sanitary, venting and storm systems
- list of backflow devices with size and location
- water meter location
- water meter specification -contact Engineering Department

**On-Site Drawings** (signed and sealed by mechanical engineer)

- Sufficient drawings, cross-sections and details to show compliance with Plumbing Code

**Mechanical Drawings** (signed and sealed by mechanical engineer)

- high-rise measures(see above)
- venting and pressurization(see above)
- heat loss calculation

**Electrical Drawings** (signed and sealed by electrical engineer)

- electrical load calculation-showing both usage space requirements and all other connected loads including all mechanical loads
- Part 10 (ASHRAE or NECB) compliance details
- emergency power/generator
- emergency lighting
- fire protection for emergency conductors
- transformer room –mechanical ventilation; painted or sealed floor; door sweep; no mechanical piping

*Each project is unique and has specific requirements. It is recommended that you contact the Plan Review Section of the Building Department at 604-527-4580 to discuss specific details of the above-mentioned additional information needed on the permit drawings for your projects.*

**\*\*NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. \***

**\*\*INCOMPLETE APPLICATIONS WILL BE TURNED AWAY\*\***

# Application Form

To help expedite submission of your application, please fill out **ALL** fields related to your project prior to attending the Application Review counter located at the Building Division on the main floor at City Hall.

**JOB/PROJECT ADDRESS** (Please ensure the correct and complete addressing is provided. Complete this section carefully)

Street: \_\_\_\_\_ Number: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

The person signing the application form **must** complete this area. It is recommended that the owner of the property applies for and picks up the Building Permit.

**Applicant Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Business License Number:** \_\_\_\_\_

You are the following  
(Please check one):

- Property Owner
- Registered Professional
- Agent for Owner
- Agent for Tenant
- Tenant
- Design Professional
- Contractor

**Check applicable boxes** (tick all that are applicable)

Construct a new building <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Family <input type="checkbox"/> Accessory Building	Demolish <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Family <input type="checkbox"/> Heritage Building <input type="checkbox"/> Accessory Building	Move building from another site <input type="checkbox"/>
Alterations to the Exterior <input type="checkbox"/>	Construct partial – framing, etc <input type="checkbox"/>	Move building on the same site <input type="checkbox"/>
Alterations to the Interior <input type="checkbox"/>	Change of use <input type="checkbox"/>	Install a pool <input type="checkbox"/>
Alterations to legalize a suite <input type="checkbox"/>	Add to an existing building <input type="checkbox"/>	Upgrade seismic <input type="checkbox"/>
Alter Heritage Building <input type="checkbox"/>	Add to a building and alter the existing portion <input type="checkbox"/>	Upgrade sprinkler <input type="checkbox"/>
Building Envelope Repair <input type="checkbox"/>	Prefabricated structure placed on site <input type="checkbox"/>	Fire Damage Repair <input type="checkbox"/>

Project Description: \_\_\_\_\_

What is the value of the work proposed? (Include cost of plans, material and labour)

\$ \_\_\_\_\_

Will any of the following be altered/repaired/installed?

Plumbing  Sprinkler  Outside Services  Hydronic Heating

If you have checked any of the above boxes– please be aware that a **separate application** for the above services will need to be applied by contractor.

Electrical  Gas

If you have checked any of the above boxes– please contact **Technical Safety BC** for permits

COMPLETE THE FOLLOWING FOR **ALL** APPLICATIONS

Property Owner Name 1: \_\_\_\_\_

Property Owner Name 2: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Is the owner aware of this application? Yes  No

Contractor/Builder's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Registered Professional / Designer Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Job/Inspections Contact:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or work, which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of New Westminster, it's officials, employees and agents all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspections of the work at certain stages in the work. The failure of the owner to call for such inspections is an offence under the Bylaw. The Building Official shall not be responsible for any inspection not called for or damages, direct or indirect rising from such failure.

The person signing this application form, if not the owner, acknowledges that the undersigned is an agent for the owner and that they are authorized to bind the owner who is deemed to know of and understand the contents of this form.

**Signature of Applicant:** \_\_\_\_\_

(By Signing, I am acknowledging the above waiver)

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Tree Protection and Regulation Department**

Site Address:	Application Date:
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<b>Registered Owner</b> (please print): Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone		
Name:	Email:	Phone Number(s):
Address of Owner:		Postal Code:

<b>Applicant</b> (this section to be completed only when the applicant is not the registered owner of the lot):		
Name:	Email:	Phone: Number(s):
Address of Applicant:		Postal Code:

<b>Arborist Name or Company Name</b> (please print):		
Name:	Email:	Phone Number(s):

	Type/Species of Tree	Diameter (cm)
Tree #1		
Tree #2		
Tree #3		

<b>Scope of Work</b>
Nature of Project:
Site Access:
Equipment Used:
Location of stored materials:
Location of debris bin:

<b>Check all application materials submitted:</b>	
<input type="checkbox"/> Arborist Report (2 coloured copies) <ul style="list-style-type: none"> <li>• Tree Protection Plan</li> <li>• Tree Replacement Plan</li> <li>• Photograph(s) of site and trees</li> <li>• Tree Survey</li> </ul>	<input type="checkbox"/> Letter of Consent or Acknowledgement <input type="checkbox"/> Letter of Authorization <input type="checkbox"/> Site Survey <input type="checkbox"/> Site Plans <input type="checkbox"/> Site Service Plan <input type="checkbox"/> Building Plans

As registered owner or authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of *City of New Westminster Tree Protection Bylaw, 2016, No. 7799* and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the bylaw.

Signed at New Westminster, BC on \_\_\_\_\_  
Date

Signature of Owner	Signature of Authorized Agent for Owner
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<b>Office Use Only:</b>
<input type="checkbox"/> Resident Applicant <input type="checkbox"/> Non - RA <input type="checkbox"/> Request TPB Inspection







Tree Protection and Regulation Department

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner (please print): \_\_\_\_\_ Preferred method to be contacted:  email  phone

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Applicant (this section to be completed only when Applicant is not the registered owner of the lot):

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Arborist Name or Company Name (please print): \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Table with 4 columns: Tree #, Type/Species, Diameter (cm), Reason for Removal. Rows for Tree #1, Tree #2, Tree #3.

Check all application materials submitted:
 Arborist Report (2 colour copies)
2. Tree Protection Plan
3. Tree Replacement Plan
4. Photograph(s) of site and trees
5. Tree Survey
 Proof of Title (within 72 hours)
 Letter of authorization
 Site Survey
 Site Plan
 Site Service Plan
 Building Plans
 Letter of Consent/Acknowledgement

Replacement Trees
Replacement trees required for each hazardous tree removed = 1
Replacement tree required for each tree removed = 2
No. Retained/Protected Trees
No. Replacement Trees

As registered owners of authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of City of New Westminster Tree Protection Bylaw, 2016, No.7799 and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him/her comply with the bylaw.

Signed at New Westminster, BC on \_\_\_\_\_ (date)

Signature of Owner: \_\_\_\_\_ Signature of Agent: \_\_\_\_\_

Office Use Only:
 Resident Applicant  Non-RA  Request TPB Inspection





Tree Protection and Regulation Department

Site Address:		Application Date:
<b>Registered Owner</b> (please print):		Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone
Name:	Email:	Phone Number(s):
Address of Owner:		Postal Code:

<b>Applicant</b> (this section to be completed only when the applicant is not the registered owner of the lot):		
Name:	Email:	Phone: Number(s):
Address of Applicant:		Postal Code:

Scope of Work	Supporting Documents
Nature of Project:	<input type="checkbox"/> Letter of Authorization <input type="checkbox"/> Site Plans <input type="checkbox"/> Building Plans <input type="checkbox"/> Photos of site vegetation <input type="checkbox"/> Known location of oil tank, drain tile work ect
Site Access:	
Equipment Used:	
Location of stored materials:	
Location of debris bin:	

As registered owner or authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of *City of New Westminster Tree Protection Bylaw, 2016, No. 7799* and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner’s employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the bylaw.

Signed at New Westminster, BC on \_\_\_\_\_  
Date

Signature of Owner	Signature of Authorized Agent for Owner
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<b>Office Use Only:</b>
<input type="checkbox"/> Resident Applicant <input type="checkbox"/> Non - RA



**Property Address(es):** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

I/we are the **owner(s)**, identified on a current Land Title Certificate, of the above referenced property and hereby authorize:

**Authorization Provided To Agent(s):**

**Name:** \_\_\_\_\_  
Please print

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

**Tel No.:** \_\_\_\_\_ **Cell No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Please check  where applicable. To represent myself/us in an application for:

- |  |  |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment;                              | <input type="checkbox"/> Tree Permit;                            |
| <input type="checkbox"/> Rezoning;   | <input type="checkbox"/> Subdivision;                            |
| <input type="checkbox"/> Heritage Revitalization Agreement / Heritage Alteration Permit; | <input type="checkbox"/> Fill Permit;                            |
| <input type="checkbox"/> Development Permit / Special Development Permit;                | <input type="checkbox"/> Demolition Permit;                      |
| <input type="checkbox"/> Temporary Use Permit;   | <input type="checkbox"/> Building Permit;                        |
| <input type="checkbox"/> Development Variance Permit;                                    | <input type="checkbox"/> Subtrade Permit;                        |
| <input type="checkbox"/> Board of Variance;  | <input type="checkbox"/> Building Permit Plans (Archive Copies); |
|  | <input type="checkbox"/> Address Change Request;                 |
|  | <input type="checkbox"/> All Choices                             |

**ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):**

- If more than three (3) owners, please submit a separate letter.
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- All signatures must be original. Photocopies, scans, or digital copies are not accepted.

print

signature

date

print

signature

date

print

signature

date

- Is the subject property or properties designated under the Strata Property Act? If yes, then a resolution and/or minutes must be provided acknowledging receipt of the proposed application.

**Date:** \_\_\_\_\_ **Signature of Agent(s):** \_\_\_\_\_

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the *Strata Property Act*:

“Common Property” means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and  
(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

- (i) within a floor, wall or ceiling that forms a boundary
  - (A) between a strata lot and another strata lot,
  - (B) between a strata lot and the common property, or
  - (C) between a strata lot or common property and another parcel of land, or
- (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

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I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- Release of archived copies of building plans related to the Property
- Work that will alter Limited Common Property adjacent to Unit Number \_\_\_\_\_
- Work in Unit Number \_\_\_\_\_ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

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**Strata Council Member**

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

Tel: \_\_\_\_\_ Cellular: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_