

# 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:** \_\_\_\_\_