New Westminster

511 Royal Avenue
New Westminster BC
V3L 1H9

604 521 3711
info@newwestcity.ca
**newwestcity.ca**

# 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. Compete 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<br>○ Single Family Dwelling<br>○ Commercial<br>○ Multi Family<br>○ Accessory Building ☐ | Demolish<br>○ Single Family Dwelling<br>○ Commercial<br>○ Multi Family<br>○ Heritage Building<br>○ Accessory Building ☐ | Move building from another site ☐ |
| Alterations to the Exterior ☐ | Construct partial – framing, etc ☐ | Move building on the same site ☐ |
| Alterations to the Interior ☐ | Change of use ☐ | Install a pool ☐ |
| Alterations to legalize a suite ☐ | Add or Add & Alter to an Existing Building ☐ | Upgrade seismic ☐ |
| Alter Hertiage Building ☐ | Construct new or repair existing Retaining Wall ☐ | Upgrade sprinkler ☐ |
| Building Envelope Repair ☐ | Prefabricated structure placed on site ☐ | Fire Damage Repair ☐ |

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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: _____

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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:** _____