

AGENT AUTHORIZATION FORM FOR ACCESS TO BUILDING PLANS

Civic Address

Date

As the registered owners of the above-noted address, I/we:

 Owner's Name (please print)

 Owner's Name (please print)

Hereby authorize the following representative to act as my/our Agent:

 Agent's Name (please print)

 Agent's Company Name (please print)

 Agent's Email

 Agent's Phone

To obtain file copies of plans.

SIGNED BY:

 Owner's signature

 Owner's phone number

 Owner's email

 Owner's mailing address

FURTHER REQUIREMENTS TO BE AN AUTHORIZED AGENT

For Strata Property:

I hereby submit written authorization from one of the following parties:

- President of the Strata Council (recent copy of Strata Minutes are required to confirm the name of the current president)
- The Property Management Company (signed authorization by the Director or Principal of the Property Management Company on official Company Letterhead (to confirm the current Property Management Company has an agreement to grant agent authorization).

1. A written letter from the Registered Owner(s) is required to cancel this appointment.
- 2.. This document must be dated within 30 days of submission to the City of Port Coquitlam.
3. All information, including personal information, contained in this document and the building permit may be made available to the public.

Note: Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the permit process are a public record and are subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca