



Authorization to Represent Owner

Master Requirement GEN 101

Purpose

The Letter of Authorization enables a landowner to designate an agent to make a permit application on his/her behalf. Typically this would be an architect, designer or contractor hired by the owner.

Background

The agent makes decisions and commitments on behalf of an owner with respect to the permit application, documents and conditions associated with the permit. Owners, however, retain the ultimate responsibility for the permit application and all conditions contained therein.

Agents often make payments on behalf of owners of potentially refundable fees and securities. The District returns funds to the payee named on the receipt. If funds are to be returned to persons other than the payee the District recommends arrangements be made early in the process to avoid delays. The payee must authorize a release to a person not named on the receipt.

Requirements

Timing

Must be submitted with, or prior to, submission of building permit, environment permit, subdivision, development permit or development variance permit.

Owner

Owner is required to complete the *Authorization to Represent Owner* form.

Related Requirements/Documents/Forms

Release of Funds to other than Payee

Authorization to Represent Owner

COMPLETION: To ensure legibility, please complete (type) online then print.
Sign the printed copy and submit to the department and address indicated above.
To avoid delays, please ensure all fields are completed.

Location of work					
Address					
Legal Description	Lot		Block		District Lot
	Plan		PID		
Owner(s) Note: corporate ownership requires accompanying proof of signing authority					
Registered owner including Corporation/Partnership					
Name of Authorized Signatory for Corporation/Partnership					
Mailing Address		City		Postal Code	
Email		Phone		Cell	
Agent to represent owner					
Name		Business name (if applicable)		Business Licence #.	
Mailing Address		City		Postal Code	
Email		Phone		Cell	
Agent's Signature		Date			
Authorization (check all that apply):					
My Agent is authorized to represent me in relation to permits for the above property EXCEPT for Building Permit Applications					
My Agent is also authorized to (check all that apply):					
<input type="checkbox"/> View, order, and/or receive copies of plans		<input type="checkbox"/> Pay fees and accept refunds			
<input type="checkbox"/> Other:					
<p>1. This undertaking is given by the undersigned, as the owner of the Property, with the intention that it be binding on the owner and that the District will rely on same.</p> <p>2. I authorize the above named Agent, if provided, to act on my behalf in all matters as indicated above and acknowledge that the Agent will be the sole contact during the application process. OR</p> <p>By signing or clicking the box below, I affirm that the information provided in this application is true and correct and agree to comply with the District's Construction Bylaw. I further agree to indemnify and save harmless the District of North Vancouver and it's employees against all claims, liabilities, judgements and costs arising from any work done pursuant to this permit.</p>					
Signature Owner / signatory					
I understand that checking this box constitutes a legal signature: <input type="checkbox"/>			Date		

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 West Queens Road, North Vancouver.