



How to Pay Permit Fees and Securities

District of North Vancouver Building Department

355 West Queens Rd, North Vancouver, BC V7N 4N5
Phone: 604-990-2480 email building@dnv.org
web www.dnv.org Fax 604-984-9683

Note: A Customer Service clerk will contact you with all outstanding fees and securities, prior to permit issuance and pickup.

PERMIT FEES are payable by:

- Cheque
- Debit
- Cash
- Visa
- MasterCard.

REFUNDABLE SECURITIES such as: building, environment, landscape, off-sites, and *certain* driveway, concrete, connection and site services, can be paid by:

- Cheque
- Debit
- Cash
- Letter of Credit for amounts over \$2500.00.
(See following sample of Letter of Credit)

Letter of Credit **must have** specific wording on it as required by the District Finance Department. (See following example.)

Note: No Credit Cards accepted for Security Deposits.

For more information:
Building Dept 604-990-2480
Fax 604-984-9683
24 Hour Inspection Request Line 604-990-2444
email building@dnv.org

SAMPLE LOC (Letter of Credit)

(as required by the District of North Vancouver)

(NAME AND ADDRESS OF BANK)

No. _____
Date _____

The Corporation of the District of North Vancouver
355 West Queens Road
North Vancouver, B.C. V7N 4N5

Irrevocable Letter of Credit

We hereby authorize you to draw on _____

(Name of Bank)
(LOCAL BRANCH)
(Address of Bank)

for the account of _____ up to an aggregate amount _____
(Name of Applicant) (Amount)

availability by drafts at sight for 100% of value.

<i>OPTIONAL</i>
Purpose: _____

1. Drawings are to be made in writing to _____
(Name of Bank)
LOCAL BRANCH
(Address of Bank)
2. Partial drawings may be made.
3. The Bank will not enquire as to whether or not the Municipality has a right to make demand on The Letter of Credit.
4. This Letter of Credit is irrevocable up to the expiry date.

DRAFTS MUST BE DRAWN AND NEGOTIATED NOT LATER THAN (not less than one year) _____
(Expiry Date)

The drafts drawn under this Credit are to be endorsed hereon and shall state on the face that they are drawn under

LOCAL BRANCH
(Name and Address of Bank)

_____ dated _____
Bank's Letter of Credit Reference (if required) (Issue Date)

Bank Officer (1) Bank Officer (2)

NOTES TO APPLICANT:

1. The Municipality will draw upon this Letter of Credit 10 working days prior to the expiry date unless the works have been completed to the satisfaction of the Municipality or an extension of the Letter of Credit, where permitted, has been received by the Finance Department.
2. The Letter of Credit is for a minimum of one year and where permitted by the Bank, a term of 2 years is desirable.
3. This form is a sample only. Irrevocable Letters of Credit must be produced on the stationery of the issuing Bank or Credit Union and signed by two authorized bank signing officers.
4. The Letter of Credit is to be delivered to the contact person/department at the District of North Vancouver.

SAMPLE RE WORDING FOR AUTOMATIC EXTENSION CLAUSE

(Note: The underlined wording is not usually included by most financial institutions and is required by the District of North Vancouver).

“It is a condition of this letter of credit that it shall be deemed to be automatically extended, without amendment, from year to year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we notify the Municipal Treasurer in writing by registered mail addressed to the District of North Vancouver, 355 West Queens Road, North Vancouver, BC, V7N 4N5, or courier that we elect not to consider this letter of credit renewed for any such additional period. Upon receipt by the Municipal Treasurer of such notice, you may draw hereunder by means of your written demand.”