

# Planning & Building Agent Authorization Form



An Agent Authorization Form allows a property owner to designate an agent to make a permit application on their behalf. Typically this would be an architect, designer or contractor hired by the property owner.

PART 1. LOCATION		
Civic Address of Proposal	PID Number	
Legal Description	<input type="checkbox"/> Additional pages attached	
Registered Owners (List all registered owners by their full legal names)	<input type="checkbox"/> Additional pages attached	
PART 2. AGENT		
First and Last Name	Phone Number	
Email Address	Mailing Address	
PART 3. NATURE OF APPLICATION		
I/We, the registered owner(s) on title, hereby grant permission to the agent to act on my/our behalf in the following applications related to the above listed property (check all boxes applicable):		
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Development Permit	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Plumbing Permit	<input type="checkbox"/> Board of Variance Decision	<input type="checkbox"/> _____

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## PART 4. AGREEMENT

In authorizing the above listed agent to act as applicant on my/our behalf, I/we understand that the City of Castlegar will only maintain communication with the agent.

I/We understand that any decisions by the City of Castlegar or Council will be based on information from the agent and that it is my/our responsibility to encourage two-way communication with the agent.

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
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 commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365-8953.