



Building Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information

Property Address	Unit number
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Municipality City of Vaughan	Postal Code
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B. Permit Owner

Owner is Registered Property Owner or Lessee (Tenant) (Proof of Lease/Tenancy Required)

Last name	First name	Corporation or partnership
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Street address	Unit number
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Municipality	Postal code	Province	E-mail
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Telephone number	Cell number
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C. Party to be Authorized (Owner's Agent)

Last name	First name	Corporation or partnership
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Street address	Unit number
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Municipality	Postal code	Province	E-mail
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Telephone number	Cell number
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D. Declaration of Permit Owner (Registered Owner or Lessee)

I _____, hereby

Name of Permit Owner (please print)

authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted building permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant. This person/company will be responsible for applying for the building permit, submitting all required drawings and documentation, and receiving the building permit once it has been issued.

I acknowledge and agree that if any fees paid for this building permit application were paid by an entity other than me and should those fees, or a portion thereof, ever be eligible to be returned or refunded, they will be returned or refunded to the entity that had originally provided them.

I acknowledge and agree that this authorization expires upon the building permit being issued by the City, or earlier if I send to the Building Standards Department, in writing, notice of this authorization being revoked and from that point on the City will direct all communication and correspondence regarding this application to me until another authorized agent, if any, is appointed.

I acknowledge and agree that notwithstanding this authorization, any direction to the City canceling the building permit application is required to come from the Permit Owner.

If the Building Standards Department is made aware of any false information on an application, the building permit may be revoked as per Building Code Act.

_____ Date

_____ Signature of Permit Owner

E. Declaration of Owner's Agent

I _____, hereby
Name of Owner's Agent (please print)

acknowledge and agree that all drawings and documentation that are being submitted to the City as part of the building permit application are considered by the City to be owned by the Permit Owner and regardless of what happens to the building permit application, the Permit Owner is entitled to view and obtain those drawings and documentation from the City.

I acknowledge and agree that if any fees paid for this building permit application were paid by an entity other than me and should those fees, or a portion thereof, ever be eligible to be returned or refunded, they will be returned or refunded to the entity that had originally provided them.

I acknowledge and agree that notwithstanding this authorization, any direction to the City cancelling the building permit application is required to come from the Permit Owner.

I further acknowledge that this authorization expires upon the building permit being issued by the City.

Date

Signature of Owner's Agent

Note:

1. The Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and mortgagee in possession". Building Code, Division C, Sentence 1.3.1.2.(3)
2. All drawings and documentation submitted to the City as part of the building permit application are deemed the property of the permit owner.

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to the Building Standards Department at 905-832-8510.