

# Building Permit Application

Building Department: 604-990-2480, [building@dnv.org](mailto:building@dnv.org)

**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. Incomplete applications cannot be accepted.

Location of work					BLD	
Address					Vacancy Date	
Legal Description	Lot		Block		District Lot	
	Plan		PID			
FOR DEMO ONLY: Number of bedrooms being removed per dwelling.	___ Main Dwelling ___ Coach House ___ Secondary Suite				Estimated value of work	\$
Description of work (include proposed use of space for non-single family)						
<b>Owner(s) Note: Corporate ownership requires accompanying proof of signing authority (corporate search pulled within 14 days)</b>						
Registered owner on title including Corporation/Partnership						
Name of Authorized Signatory for Corporation/Partnership						
Mailing Address		City		Postal Code		
Email		Phone		Cell		
<b>Applicant if authorized below by the Owner(s)</b>						
Name of individual						
Business name (if applicable)					Business licence number	
<b>You are required to have a valid DNV business licence to apply for this permit</b>						
Mailing Address		City		Postal Code		
Email		Phone		Cell		
Applicant's Signature				Date		

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PLEASE TURN OVER

## Owner's Responsibilities

A BUILDING PERMIT APPLICATION IS VALID FOR SIX MONTHS FROM DATE OF APPLICATION. Applicants are advised that information contained on the applications, permits, licences and other discretionary benefits granted by the District of North Vancouver are considered public information.

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.
2. I confirm that I have applied for a building permit pursuant to "Construction Bylaw 2017, No. 8271" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code, the Bylaw and all other District bylaws, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District or its building officials.
5. I hereby agree to indemnify and save harmless the District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the District.
7. I authorize the above named Applicant, if provided, to act on my behalf in all matters related to this application including related permits and acknowledge that the Applicant will be the sole contact with the District during the application process.

**NOTES:** 1. If the property owner is a Corporation/Partnership, an authorized signatory of the Corporation/Partnership must sign as the owner/signatory below. A corporate search must be provided and pulled within 14 days.  
2. The applicant (if different from the owner) cannot sign on behalf of an owner.  
3. Witness information is required.

Signature Owner/Signatory		Date	
Witness Signature		Date	
Witness Name		Witness Address	

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.