

**FORM I**

**Owner's Authorization of Agent**

The undersigned registered owner of land in the Town of Comox legally described as

\_\_\_\_\_ and having a civic address of \_\_\_\_\_

hereby authorizes \_\_\_\_\_ to:

1. apply for and obtain as my agent a building permit in respect of the land from the Town of Comox under the provisions of Building Bylaw No. 1472, 2005;
2. provide to the Town as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the Town, as my agent, a document in the form set out below when obtaining the permit.

\_\_\_\_\_  
Name of Registered Owner (please print)

\_\_\_\_\_  
Signature of Registered Owner or  
Authorized Signatory of Corporate Owner

\_\_\_\_\_  
Date of Authorization

**Acknowledgements of Owner or Owner's Agent**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the Town provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting health and safety.

If the Town has so indicated on this permit, I acknowledge that the Town has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the Town that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

## FORM II

### Acknowledgements of Owner or Owner's Agent

**NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Town for that purpose.**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the Town provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting health and safety.

If the Town so indicates in issuing a building permit, I acknowledge that the Town has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the Town that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting health and safety.

\_\_\_\_\_  
Name of Registered Owner or Agent (please print)

\_\_\_\_\_  
Signature of Registered Owner or Agent or  
Authorized Signatory of Corporate Owner

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Date of Acknowledgement

**FORM III**

**Standard Building Foundation Professional Design Review  
and Field Review**

Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.  
2) This letter must be submitted prior to the issuance of a building permit.

To : The Building Official  
Town of Comox  
1809 Beaufort Avenue  
Comox , B.C.  
V9M 1R9

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that he/she has completed the design review of the building foundation components of the plans and supporting documents prepared by:

\_\_\_\_\_  
in support of the application for the *building* permit, and that the building foundation components of such plans and documents substantially comply with the applicable requirements of the B.C. Building Code.

The undersigned hereby undertakes to be responsible for the *field reviews* of the building foundation components during construction and to prepare and distribute written field reports of such reviews to the *building official*.

The undersigned hereby undertakes to notify the *building official* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

The undersigned confirms that their professional liability, errors and omissions insurance policy covers them for building foundation claims and proof of such coverage has been sent with this letter.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Name of firm if applicable

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone

FORM IV

**Standard Building Foundation Professional  
Field Review and Compliance**

- Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.  
2) This letter must be submitted after completion of the project but before the final inspection is made by the *building official*.

To : The Building Official  
Town of Comox  
1809 Beaufort Avenue  
Comox, B.C.  
V9M 1R9

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that:

1. he/she has fulfilled their obligations for *field reviews* as outlined in the previously submitted Town of Comox Form III, "Standard Building Foundation Professional Design Review and Field Review";
2. the building foundation components of the project substantially comply in all material respects with the applicable requirements of the B.C. Building Code, and the plans and documents submitted in support of the application for building permit; and
3. he/she has submitted any final design plans and supporting documents prepared by him/her for this project, to the *building official*.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone

**FORM V**  
**Building Envelope Professional Design Review**  
**and Building Envelope Field Review**

Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.  
2) This letter must be submitted prior to the issuance of a building permit.

To : The Building Official  
Town of Comox  
1809 Beaufort Avenue  
Comox, B.C.  
V9M 1R9

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that he/she has completed the design review of the *building* envelope components of the plans and supporting documents prepared by:

\_\_\_\_\_  
(Print name of *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedules B1 and B2)

in support of the application for the *building* permit, and that the *building* envelope components of such plans and documents substantially comply with the applicable requirements of the B.C. Building Code.

The undersigned hereby undertakes to be responsible for the *field reviews* of the *building* envelope components during construction and to prepare and distribute written field reports of such reviews to the above referenced *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedules B1 and B2.

The undersigned hereby undertakes to notify the *building official* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

The undersigned confirms that their professional liability, errors and omissions insurance policy covers them for water penetration claims and proof of such coverage has been sent with this letter.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Name of firm if applicable

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone

**FORM VI**  
**Building Envelope Professional**  
**Field Review and Compliance**

- Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.  
2) This letter must be submitted after completion of the project but before the final inspection is made by the *building official*.

To : The Building Official  
Town of Comox  
1809 Beaufort Avenue  
Comox , B.C.  
V9M 1R9

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that:

1. he/she has fulfilled their obligations for *field reviews* as outlined in the previously submitted Town of Comox Form V, "Building Envelope Professional Design Review and Building Envelope Field Review";
2. the *building envelope* components of the project substantially comply in all material respects with the applicable requirements of the B.C. Building Code , and the plans and documents submitted in support of the application for building permit; and
3. he/she has submitted any final design plans and supporting documents prepared by him/her for this project, to the *registered professional* who signed for the "Architectural" components of the B.C. Building Code Schedules B1 and B2 , for submission to the Town of Comox.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone

**FORM VII**

**Proof of Registered Professional's Insurance Coverage**

(This document requires the attachment of a current certificate of insurance coverage and may not be altered in any way)

Town of Comox  
1809 Beaufort Avenue  
Comox, British Columbia  
V9M 1R9

Attention: Chief Building Official

Re: Address of Project \_\_\_\_\_

Legal Description of Project \_\_\_\_\_

The undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain a current policy of professional liability or errors and omissions insurance as specified in section 22.3 of Building Bylaw No. 1472, 2005.
2. I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by section 1.1.3.2 of the British Columbia Building Code.
4. I will notify the Chief Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.
5. If the scope of my certifications under the Building Code or the Building Bylaw extends to building foundation or building envelope matters, my insurance policy contains no exclusions or limitations in relation to such matters.

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

(Affix PROFESSIONAL SEAL here)

Date: \_\_\_\_\_

Attachment: Certificate of Insurance