

# Appointment of Agent

## In Support of Development Services Applications

**Overview:** Where the applicant is someone other than the owner, and / or where the subject parcel is owned by more than one person, an Appointment of Agent form must be provided in order to submit an application to the City of Nanaimo. Please use one form per Agent.

Subject Property	
Civic Address:	_____
Legal Address:	_____

**This is to certify that I / We, the Owner(s)**

Owner Information	
Name of Owner(s)	_____
Company Name:	_____
Address:	_____
Phone number:	_____
Email address:	_____

**Hereby appoint**

Agent Information	
Name of Agent:	_____
Company Name:	_____
Address:	_____
Phone number:	_____
Email address:	_____

**To act as Agent for the Subject Property**

*Please note that application submissions will become part of the public record and any information that can be released will be made available on the City of Nanaimo's website, under the Property & Development section located at <https://www.nanaimo.ca/WhatsBuilding>. Freedom of Information and Protection of Privacy Act (FOIPPA): Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.*

# Appointment of Agent

## Conditions of Appointment

Owner to initial all applicable application types below in the boxes  provided

Building Permit	<input type="checkbox"/>	Access Permit	<input type="checkbox"/>
Sign Permit	<input type="checkbox"/>	Service Permit	<input type="checkbox"/>

The Agent is authorized to endorse on my/our behalf, applications, documents and/or permits, other than documents to be registered in the Land Title Office, pertaining to the construction of a building, structure, or other improvement in, on, over or under the aforementioned property and to represent me/us in all discussions with the City of Nanaimo and its employees regarding the construction of the building, structure or improvement.

I/We accept and understand that during construction I/We have the overall responsibility for assuring the building conforms to the requirements of the Building Code. The process of assessing conformity to the requirements during construction is the responsibility of the registered professionals for complex (Part 3 *BC Building Code*) buildings, and the designer/builder for standard (Part 9 *BC Building Code*) buildings. The City of Nanaimo provides a limited and interim spot checking function for reason of health safety and the protection of persons and property.

In consideration of the granting of a building permit, I/We agree to release, indemnify and keep indemnified the City of Nanaimo, its Council members, employees and agents from and against losses, damages, costs, fees, and expenses of whatever kind which I/We or any other person, partnership or corporation or our respective heirs, successors, administrators or assigns may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification approval, enforcement or failure to enforce the City of Nanaimo "BUILDING BYLAW" or the *BC Building Code*, in effect and I/We agree that the City of Nanaimo owes me/us no duty of care in respect of these matters.

Development Permit	<input type="checkbox"/>	Liquor Licence	<input type="checkbox"/>	Tree Removal	<input type="checkbox"/>
Development Variance	<input type="checkbox"/>	Board of Variance	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>
Rezoning	<input type="checkbox"/>	Temporary Use	<input type="checkbox"/>	Other	<input type="checkbox"/>
OCP/Neighbourhood Plan	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>	<i>If other, please specify in space indicated below</i>	

To act as Agent for a \_\_\_\_\_ application.  
*(type of application)*

The Agent is authorized to negotiate with the City of Nanaimo on behalf of the owner and to provide any information deemed necessary by the City to review the above-noted type of application.

If property owner is a company, please provide a corporate summary (showing officers and principals of the company).      Company search provided?    Yes     No

## AUTHORIZATION

<b>Owner Name:</b>	<b>Signature:</b>	<b>Date:</b>

*(if more signature space is required, please provide a second Appointment of Agent form)*