

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

**IMPORTANT CONDITIONS**

- If any party listed below is unavailable, unable or unwilling to complete this form, the permit cannot be transferred
- Completion, circulation and submission of this form are the responsibilities of the parties listed below; City Staff cannot complete any part of this form or circulate this form on behalf of or to any person
- Permit transfers are subject to a transfer fee in accordance with the applicable City Bylaws

**1. AUTHORIZATION OF PROPERTY OWNER(S):**

I (We) \_\_\_\_\_ am (are) the Property Owner(s), or the Authorized Agent of the Property Owner(s), for the site listed above and I(we) request and authorize a change of contractor for the above site.

Signature of Owner/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**2. AUTHORIZATION OF OUTGOING CONTRACTOR / PERMIT HOLDER:**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of Outgoing Contractor/Permit Holder Company Name

am the permit holder and I authorize the transfer of the above-listed permit(s) to the Incoming Contractor listed below.

Signature of Owner or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**3. ACCEPTANCE OF INCOMING CONTRACTOR / PERMIT HOLDER:**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of Incoming Contractor/Permit Holder Company Name

accept the transfer of the above-listed permit(s) from the Outgoing Contractor listed above and agree to become the Permit Holder. I further agree to pay all applicable fees; to fulfill the requirements for a new permit; include any new supporting documents (when applicable) and to submit a completed trade permit application together with this Change of Trades Contractor form to [PermitApplications@MapleRidge.ca](mailto:PermitApplications@MapleRidge.ca). Please allow up to 5 business days to process. No inspections will be scheduled until all documentation is processed and the transfer fee is paid.