



# Agent Authorization Form

Southwest New Brunswick Service Commission  
Planning office: (506) 466-7369 | snbsc.ca  
33 Wall Street, St. Stephen  
E3L 2L5 | permits@snbsc.ca

I, \_\_\_\_\_ Residing at \_\_\_\_\_  
*Name of property owner*  
\_\_\_\_\_  
*Full address*  
\_\_\_\_\_ Solemnly declare  
\_\_\_\_\_ *email address* \_\_\_\_\_ *phone number*

1) THAT I am the owner(s) of the property or properties having Property Identification Number(s) \_\_\_\_\_ with respect to the attached application;

2) THAT the declaration contained herein is completely true and made with full knowledge of all circumstances connected therewith;

3) AND I make this solemn declaration that \_\_\_\_\_  
*FULL Name of designated agent*

representing the following company (if applicable) \_\_\_\_\_

is/are authorized to act as my agent, and

4) I assign hereto full authority in dealing with the subject application.

5) The named agent is empowered to apply for the specified permit(s), modify the scope of work, pay fees on my behalf, and contact the building inspection department for required inspections

6) That by applying for a permit, my agent is authorizing the Southwest New Brunswick Service Commission (and/or municipal staff as applicable) to enter the property stated in the application, during reasonable business hours, for the purpose of preparing reports, inspecting the work for its compliance to land-use (zoning) regulations, verifying compliance with applicable municipal bylaws, and for applicable construction inspections.

\_\_\_\_\_  
**Signature of owner**

\_\_\_\_\_  
Date: (Day, Month, Year)

I, the agent named above, accept the responsibilities and obligations of being named the agent for the work intended to take place at the named property, **including the obligation to contact the building inspection department for required inspections.**

\_\_\_\_\_  
**Signature of agent**

\_\_\_\_\_  
Date: (Day, Month, Year)

## Types of signs (Summary)

- “fascia” a sign attached flat against the front of a building;
- A projecting sign may extends from the building, usually perpendicular, often projecting over a sidewalk.
- “Free standing” a sign erected on a free-standing wooden mast or pole, not attached to any building.
- “Portable” a movable, outdoor advertising sign (eg., sandwich board signs)
- Other types of signs are “marquee” (including awnings), “window” and “incidental.”

### OFFICE USE ONLY

Permit Fee: \_\_\_\_\_  Cash  Debit  Visa  Mastercard  Cheque  
Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy Receipt #: \_\_\_\_\_

### Development officer review

Zoning area: \_\_\_\_\_ Zone/Plan: \_\_\_\_\_ Permitted use: Yes  No

Reviewed by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Sign approved: Yes  No  Notes attached: Yes  No

Permit # \_\_\_\_\_ Date Issued: \_\_\_/\_\_\_/\_\_\_  
dd / mm / yyyy