



Community Services Building  
 3001 32 Avenue, Vernon BC V1T 2L8  
 (250) 550-3634 Fax: (240) 545-5309  
[buildingcounter@vernon.ca](mailto:buildingcounter@vernon.ca)  
[www.vernon.ca](http://www.vernon.ca)

# SERVICE APPLICATION

## OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Permit No: **MP** \_\_\_\_\_

Folio: \_\_\_\_\_

"My City" Access Code: \_\_\_\_\_

<b>PROJECT ADDRESS:</b>		
<b>DESCRIPTION OF WORK:</b>		
<b>PROPERTY OWNER:</b>	Name :	
	Address:	
<b>CONTACT INFORMATION:</b>	Phone:	Email:
<b>ASSIGNMENT OF AGENT:</b> (Appointment of Agent form or Schedule 2 attached)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>ON SITE CONTRACTOR:</b>	Name:	
	Business Licence #:	
<b>CONTACT INFORMATION:</b>	Phone:	Email:
<b>A PLUMBING PERMIT IS REQUIRED PRIOR TO CONNECTION TO SERVICES</b>	PLUMBING PERMIT # _____ OR N/A <input type="checkbox"/>	
<b>SKETCH SHOWING DIMENSIONS TO PROPERTY CORNER OR IRON PIN (attached)</b> Yes <input type="checkbox"/>		
<b>IS THERE AN EXISTING SERVICE TO BE DECOMMISSIONED?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>BILLING OF UTILITIES</b>	Water, sewer, garbage and recycling charges <b>will commence two months</b> following the date of plumbing permit approval or immediately after installation of the water meter, unless an application to discontinue services has been received by the City of Vernon finance department.	
<b>APPLICANT SIGNATURE:</b>	_____	_____
	<b>PRINT NAME</b>	<b>SIGNATURE</b>

<b>LATECOMER (ONLY)</b>		<b>FEE:</b>
<b>SANITARY</b>	Installation or Connection      SIZE:	<b>FEE:</b>
	Decommission Existing (Cost Plus 20%)	<b>FEE:</b>
<b>STORM</b>	Installation or Connection      SIZE:	<b>FEE:</b>
	Decommission Existing (Cost Plus 20%)	<b>FEE:</b>
<b>WATER</b>	Installation or Connection      SIZE:	<b>FEE:</b>
	Decommission Existing (2017 - \$2050.00)	<b>FEE:</b>
<b>GREATER VERNON WATER (GVW)</b>	Application	<b>FEE:</b>
<b>ENGINEERING TECHNICIAN</b>	<b>PRINT NAME:</b> _____ <b>SIGNATURE:</b> _____	
<b>OFFICE USE ONLY: COV OPERATIONS DEPARTMENT</b>		
<b>DATE OF SITE VISIT:</b>		
<b>DATE OF INSTALL:</b>		
<b>GL #:</b>		
<b>SERVICE CARD:</b>		
<b>UPDATE PROSPERO:</b>		

Personal information is collected for the purposes of processing your service application. The City of Vernon is collecting this information under s.26(c) of the Freedom of Information and Protection of Privacy Act. For any questions regarding the collection of personal information, please contact the FOI Clerk at [foirequest@vernon.ca](mailto:foirequest@vernon.ca) or 250-545-3491.

REV: MAR 2023



# SCHEDULE "2" APPOINTMENT OF AGENT

**COMMUNITY SERVICES BUILDING**  
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<b>SUBJECT PROPERTY ADDRESS:</b>			
<b>LEGAL DESCRIPTION:</b>			
<b>REGISTERED PROPERTY OWNER:</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>
<b>OWNER'S AGENT:</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>

I, the registered owner of the property identified above, hereby appoint the person identified above as my agent with authority to endorse on my behalf applications, documents and permits and to represent me in all discussions with the City of Vernon staff in this regard.

*As the registered property owner, **please initial** beside applicable permit(s):*

INITIAL	APPLICATION TYPE
	Access
	ALR
	Building
	Demolition
	Development
	Development Variance
	OCP Amendment
	Rezoning
	Site Profile
	Sign
	Soil Removal/Deposition
	Subdivision
	Strata Conversion
	Tree Pruning/Removal
	<b>OTHER:</b>

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

Owner's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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