



LETTER OF AUTHORIZATION

Authorization Statement (if applicable):

I (we) hereby give authorization to _____ to apply for a building permit for the stated address.
(Print Applicant's Name)

Address: _____

Owner Statement:

- I have reviewed the Letters of Assurance required by the RM of Hanover and submitted as part of the application for a permit for this project.
- I agree to ensure that the construction that is authorized in response to this application is in compliance with:
 - the permit(s) issued in response to this application;
 - the sealed plans submitted as part of the application; and,
 - any applicable Acts, Regulations and By-laws.
- Subject to any Appeal to which I am entitled, I hereby agree to immediately bring into compliance any construction pursuant to this application that is found not to be in compliance.
- I understand that the RM of Hanover does not accept responsibility for any errors and omissions in the sealed plans. I further understand that it is my responsibility, as registered owner(s)/agent of the project, to review liability exposures, including those posed by potential third party claims, and ensure that any and all parties involved in the design and construction of the project carry a level of insurance that is appropriate and/or acceptable to me, based on the occupancy type and classification, value, size and complexity of the building and the risks to me associated with the RM of Hanover's reliance on the letters of assurance as outlined above.
- I understand that I must notify the RM of Hanover in writing of any change in registered professional who signed and sealed the plans, drawing and other documents submitted as part of the application for the permit.
- In the event that the CRP must be replaced,
 - I will notify the RM of Hanover within ten business days, and
 - I understand that the RM of Hanover will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite Letters of Assurance and Certification to the RM of Hanover.

Registered Owner(s) on the Status of Title or Certificate of Title:

_____	_____	_____
Name (Print)	Signature	Date

_____	_____	_____
Name (Print)	Signature	Date

Address _____

If the owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.

Owner's Delegate Contact Information (required): Note: The general practice is for RM of Hanover staff to directly contact the relevant professional (if different from the applicant) for questions or requests associated with his/her involvement with a building permit application. Usually the applicant is notified as well if relevant, or if an issue is not resolved quickly. However, there may be occasion when the RM of Hanover staff may wish to notify the owner about outstanding issues associated with permits. Since each property ownership and project situation could be different, we ask that the owner identify who they wish to assign as their delegate in those situations. For example, this could be the owner (him/herself), an owner representative or agent, a tenant, the applicant, or simply any individual assigned by the owner to be the main point of contact for the RM of Hanover regarding matters relating to this permit application.

Owner or Delegate Contact Information (required):

Name: _____
 Position/Title: _____
 Company Name: _____
 Company Address: _____
 Phone No. (Main): _____
 Phone No. (Alternative): _____
 Email Address: _____

Notice for Permits Relating to Base Buildings Only:

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. As such, the RM of Hanover requires a final Letter of Certification from the CRP for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB. It is the owner's responsibility to ensure that each tenant and their designers will be made aware of the MECB requirements pertaining to their respective interior alterations, and the tenant's responsibility to the CRP.