

**CITY OF NORTH VANCOUVER**

141 WEST 14TH STREET  
NORTH VANCOUVER, BC V7M 1H9  
T 604 982 WORK (9675)  
GATEWAY@CNV.ORG



# APPLICATION TO CHANGE EXISTING BUILDING ADDRESS

## PART 1: OVERVIEW

Please use this application form to request the City of North Vancouver to change the existing building address or suite number. When complete, submit the form and associated documents to [addressing@cnv.org](mailto:addressing@cnv.org).

**Please include the following in your application:**

	A letter of authorization is required from the property owner if the applicant is not the owner; or
	If you are purchasing this property, but have not taken possession, please attach a copy of the sale agreement with the possession date (changes become effective on the possession date).

Yes      No      Is this change of Address related to new construction or alterations? If so, please indicate the Building Permit Number: \_\_\_\_\_

## PART 2: APPLICANT INFORMATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PART 3: SITE INFORMATION

**Current Address:** \_\_\_\_\_

**Legal Description:** Lot: \_\_\_\_\_ Block: \_\_\_\_\_ District Lot: \_\_\_\_\_ Plan: \_\_\_\_\_  
 PID: \_\_\_\_\_

Requested Site Address – Option 1: \_\_\_\_\_

Requested Site Address – Option 2: \_\_\_\_\_

**PART 4: FEES**      \$255.00 + \$12.75 GST = \$ 267.75

The City will make reasonable efforts to change your address as requested, however, we make no guarantee as to whether the address can be changed, and/or if the address will be changed to the number requested.

## PART 5: APPLICANT SIGNATURE

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only: Permit #	
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The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPrivacy@cnv.org](mailto:FOIPrivacy@cnv.org) or 604-985-7761.