



## TRANSFER OF PLUMBING CONTRACTOR AUTHORIZATION ACCEPTANCE FORM

Complete All Fields on Form and Email to [plumbinginfo@surrey.ca](mailto:plumbinginfo@surrey.ca)

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

Plumbing Permit number(s): \_\_\_\_\_

### IMPORTANT CONDITIONS

- If any party listed below is, for any reason whatsoever, unavailable, unable or unwilling to complete this Form, the plumbing permit(s) cannot be transferred and application(s) for new permit(s) is(are) required.
- 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.
- Plumbing Permit Transfers are subject to a transfer fee in accordance with the applicable City *Bylaws*.
- The City will not return any permit fees already paid.
- The Incoming Plumbing Contractor/Incoming Permit Holder must submit (a) completed Plumbing Permit Amendment Application(s) and new hydronic heating package forms (when applicable) at the time of submitting this Form.

### 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 plumbing contractor for the above site.

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

Signature of Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

### AUTHORIZATION OF BUILDER/GENERAL CONTRACTOR:

I, \_\_\_\_\_ am the Builder/General Contractor, or the Authorized Agent of the Builder/General Contractor, for the site listed above and I request and authorize a change of plumbing contractor for the above site.

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

### AUTHORIZATION OF OUTGOING PLUMBING CONTRACTOR/OUTGOING PERMIT HOLDER:

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

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

Signature of Outgoing Permit Holder \_\_\_\_\_ TQ # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

**ACCEPTANCE OF INCOMING PLUMBING CONTRACTOR/INCOMING PERMIT HOLDER:**

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

accept the transfer of the above-listed permit(s) from the Outgoing Plumbing Contractor listed above and agree to become the Permit Holder. I further agree to pay all applicable fees; to fulfil the requirements for (a) new permit(s); include new hydronic heating documents (when applicable) and to submit (a) completed Plumbing Permit Amendment Application(s) or (a) completed New Plumbing Permit Application(s) <https://www.surrey.ca/renovating-building-development/plumbing/plumbing-permits> with this Form and email to [plumbinginfo@surrey.ca](mailto:plumbinginfo@surrey.ca).

**Signature of Incoming Permit Holder** \_\_\_\_\_ **TQ #** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_ **Date** \_\_\_\_\_

Personal information is collected for the purposes of processing your plumbing permit transfer application. The City of Surrey is collecting this information under s.26(c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the Customer Services Supervisor at [planningdevelopment@surrey.ca](mailto:planningdevelopment@surrey.ca) or 604-591-4366.

Planning & Development Department | 13450 104 Avenue | Surrey, British Columbia, Canada | V3T 1V8  
Plumbing Section T 604-591-4245 Email [plumbinginfo@surrey.ca](mailto:plumbinginfo@surrey.ca) / [www.surrey.ca/plumbing](http://www.surrey.ca/plumbing)