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## REQUEST FOR ADDRESS CHANGE OR NEW ADDRESS

Name: \_\_\_\_\_ Phone Number (with Area Code): \_\_\_\_\_  
 (Please Print)

Existing Civic Property Address: \_\_\_\_\_ **Roll or PID** \_\_\_\_\_

Requested New Civic/Alias Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Please note that Business License-related matters should be directed to [info@kentbc.ca](mailto:info@kentbc.ca).

Signature of owner(s)<sup>1</sup>: \_\_\_\_\_

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

### The following is for office use only

**Fees:**

- \$500.00
- Fee Waived (*Request/change is being made for reasons of safety, ease of navigation, or other reasons deemed acceptable by the Chief Administrative Officer or designate*)

**For Review:**

	APPROVED	N/A		
<b><u>PLANNING DEPT.</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____	Date: _____
<b><u>BUILDING DEPT.</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____	Date: _____
<b><u>BUSINESS LICENCE</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____	Date: _____
<b><u>FIRE DEPT.</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____	Date: _____
<b><u>OTHER</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____	Date: _____

**GIS DEPT. - NEW ADDRESS ASSIGNED:**

- NEW CIVIC ADDRESS \_\_\_\_\_  

GIS Signature
Date
- NEW ALIAS ADDRESS \_\_\_\_\_

RECEIVED BY RECEPTION STAFF: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZED BY DEVELOPMENT SERVICES Sign: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZED BY CAO/DESIGNATE: Sign: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Registered property owner to sign or to provide letter of agency (authorization)