



City of Richmond

Request for Additional Address Secondary Suite/Coach House

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4314

Please submit this completed form with the required fee to the Building Approvals Department located at City Hall.

The applicable fees are non-refundable.

Existing Property Address: _____

Additional Address: (check all that apply)

- Secondary Suite (address to be assigned "Existing Address – Suite A")
- Coach House (address to be assigned "Existing Address – Suite B")

Building Permit Application Reference No.: _____

Proposed New Address: _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No: _____
Business _____ Residence _____

E-mail _____ Fax _____

Property Owner(s) Signature(s): _____

or

Please print name

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

Date: _____

FOR OFFICE USE

Date Received: _____ Initials: _____

Approved Rejected Initials: _____

Application Fees:

- New Build: Non-refundable \$50.00 per address
- Existing Build before March 23, 2020: No charge until March 23, 2022
- Existing Build after March 23, 2022: Non-refundable \$50.00 per address.