



Administration

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**Business Façade Improvement Program
Grant Application**

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are permitted to make these changes.

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used and note how this is related to the [City's Design Guidelines](#).

Planned Start Date: _____

Planned Completion Date: _____

Total Project Cost
(estimated): _____

Funding Amount Requested: _____

Applicant Checklist

Attach to Application

- _____ Property taxes paid
- _____ Utility account paid
- _____ License fees paid
- _____ Required permit applications complete
- _____ Building owner authorization

- _____ Photos of existing conditions (before)
- _____ Detailed specifications
- _____ Contractor's cost estimates
- _____ Drawings/designs
- _____ Material and colour samples
- _____ Signed Terms and Conditions

Applicant Signature

Date