



City of
Richmond

**Letter of Authorization
Detailed Plans Record Viewing**
6911 No. 3 Road, Richmond, BC V6Y 2C1

Date: _____

Property Address: _____

Property Type: Residential Commercial Multi-Family

I am the **owner**, as defined in the current *Building Regulation Bylaw*, of the above referenced property and hereby authorize the City of Richmond, its employees, agents and contractors to disclose the plans of the property above, through viewing or provision of copy or copies to the representative/contact listed below:

Representative/Contact Name: _____

Contact No.: _____ Email: _____

Owner's Information:

Print Name: _____ Company Name: _____

Signature: _____ Date: _____

Please see reverse for terms and conditions.

The above authorization will be valid up to 30 days from date of signing.

Reviewed by: _____
City Staff



TERMS AND CONDITIONS

1. General

- A letter of authorization is required for access to drawings of a property. Authorization is not required for obtaining a survey certificate or permits.
 - If the owner is a corporation, proof of the owner's signing authority will be required. (Copy of Notice of Articles or BC Company Summary)
 - If you are viewing records for a **specific unit**, authorization from the unit owner is required.
 - However, should the drawings pertain to the **entire building**, additional authorization from the **Property Owner or strata** is required.
 - If you are viewing records for a strata property, a letter of authorization is required from the strata council president or vice president along with supporting documents to verify the individual's current role with the strata (i.e. strata council minutes with names)
 - For recent purchases of a property, please provide a **Land Title Form A** showing the transfer of ownership or **State of Title Certificate**.
 - If you are a legal representative of the owner, a copy of the **Power of Attorney** is required.
- The City of Richmond does not guarantee the completeness and accuracy of the information retrieved. Thus, any cost incurred by such deficiencies is not the responsibility of the City and the owner or representative agree to release the City from any such costs.

2. Real Estate Agents

- Real Estate Agents must provide a copy of their agreement with the owner of a property including a statement allowing them access to building records or a letter of authorization signed by the owner.

3. Fees

- A \$10.00 administration fee will be charged for access of building records. Printing charges is \$5.00/page (print options: letter, legal, 11 x 17 or A2). An electronic record may be emailed at \$5.00/file.
- Payment is required prior to release of building records. Acceptable forms of payment include Credit Card, Cheques or Debit. Please note that credit card payments will incur a 2% credit card fee.

4. Delivery

- After processing and payment are completed, electronic files will be emailed or prints can be picked up at Richmond City Hall.

Due to the volume of requests, orders will be processed in the order that they are received. For further inquiries, please email us at buildingrecordsrequest@richmond.ca.