



City of  
Richmond

**Letter of Authorization  
Building Records Request**  
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 the reverse for terms and conditions.

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

Reviewed by: \_\_\_\_\_  
City Staff



## TERMS AND CONDITIONS

### 1. General

- A letter of authorization is required for access to property drawings. 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, additional authorization from the Property Owner or strata is required if the drawings pertain to the entire building.
  - 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 property purchases, please provide a **Land Title Form A** showing the transfer of ownership or a **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 agrees to release the City from any such costs.

### 2. Real Estate Agents

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

### 3. Fees

1. A **\$20.00** administration fee will be charged for access to building records. Printing charges are **\$5.25/** each page (print options: letter, legal, 11 x 17 or A2). An electronic record may be emailed at **\$5.25/**per file, and a **\$12.00** large file transfer fee for files too large to email
2. Payment is required before the release of building records. Acceptable forms of payment include Credit Cards, 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](mailto:buildingrecordsrequest@richmond.ca).