



# City of Richmond

## Letter of Authorization

Permits Section  
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Fax: 604-276-4063

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

To whom it may concern:

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

I am the **owner**, as defined in the current "Building Regulation Bylaw", of the above referenced property and hereby authorize:

Representative/Contact: \_\_\_\_\_

Please print

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check  where applicable.

To represent me in an application for:

- Building Permit Application  
(If Registered Professional is involved, use Schedule "F", Owner's Undertaking)
- Demolition Permit Application
- Tree Permit Application
- Land Use Application
- Subtrade Permit
- Ditch Crossing
- Change of Address
- Soil Removal/Fill Deposit Application

To obtain copies of:

- Correspondence
- Permit Plans (Micro-film)

### Owner's Information

Name: \_\_\_\_\_  
Please print

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

This form may be faxed, mailed or delivered in person.