



City of  
Richmond

**Letter of Authorization  
Detailed Plans Record Viewing**

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

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

To: City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

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

Property Type:  Residential  Commercial \*please see reverse for Terms and Conditions

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(ies) to the representative/contact listed below:

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

**Owner's Information:**

Print Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Your authorization may include the disclosure of wiring schematics, security systems and the location of a safe, unless otherwise specified.

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

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



## TERMS AND CONDITIONS

### 1. General

- A letter of authorization is required for the access of any interior drawings of a property. Authorization is not required for obtaining a survey certificate, and/or correspondences.
  - If the owner is identified as a corporation, proof of the individual's signing authority on behalf of the corporation will be required. (copy of Notice of Articles)
  - If you are viewing records for a **strata property**, a letter of authorization is required from the strata council president along with a supporting document 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** indicating the transfer of ownership.
  - If you are a legal representative of the owner, **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 and 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 vendor of a property including a statement allowing them to view the information in order to be given access to the following:
  - building floor plans,
  - truss drawings,
  - Letters of Assurance,
  - BC Land Survey,
  - Inspector's comments; and
  - notes.

### 3. Fees

- A \$10.00 fee is required for the administration and access of records. To place an order, the print charge is \$5.00/page (print options: letter, legal, 11 x 17 or A2). An electronic copy of the record may be provided for \$5.00/file and emailed.
- Payment is required prior to release of documents. We accept credit card or cheque as forms of payment. Please note that credit card (VISA, MasterCard, American Express) payments will incur a 2% convenience charge.

### 4. Delivery

- After processing and payment have been completed, electronic files will be emailed.

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).