



This form must be completed by the registered property owner or by their authorized agent. The request is for the listed applicant to view and obtain Building Records and Plans.

### Property Information

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

### Registered Owner Information

If owner is not the applicant, a [Letter of Authorization \(LOA\)](#) must be submitted with this application.

Name(s) / Company Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### Important

- A LOA is not required for obtaining a survey certificate.
- The LOA expires 30 days after the date of submission and does not authorize the applicant to begin work on the property. Property owners are responsible for all activities on the property.
- For corporate-owned property, each corporation must provide: 1) an LOA from one owner/director listed on the company documents and 2) the Notice of Articles / BC Company Summary

### Authorizations

- If the Applicant is the property owner, they must sign below to confirm ownership.
- If the Applicant is not the property owner on title, they must submit a completed LOA with their application, signed by the property owner.

### Plan Request Details

Please select from the following documents:

#### Drawings:

- |  |   |
|--|---|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Legal Survey     |
| <input type="checkbox"/> Mechanical    | <input type="checkbox"/> Permits          |
| <input type="checkbox"/> Electrical    | <input type="checkbox"/> Inspection Cards |
| <input type="checkbox"/> Structural    | <input type="checkbox"/> Reports          |
| <input type="checkbox"/> Sprinkler     | <input type="checkbox"/> Other: _____     |

#### Multi-unit building or strata:

- ☐ Unit Only ☐ \_\_\_\_ Floor Only (specify floor #) ☐ Entire building

### Applicant Information

**The undersigned represents and warrants that they are the registered owner of the property or is otherwise duly authorized by the attached LOA to view and obtain the documents requested herein.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM-DD-YYYY)

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.

Email this completed application and required documents to [buildingrecordsrequest@richmond.ca](mailto:buildingrecordsrequest@richmond.ca).