



REGISTERED OWNER'S AUTHORIZATION LETTER

This letter is to advise that I/we, the undersigned, am/are the Registered Owner(s) of the property located at:

Subject Property Address

Legal Description

hereby authorize as my Agent:

Agent Name or Company Name

Phone

Address

Email

To do the following (initial applicable items):

1. ____ Act on my behalf for all purposes relative to the application and issuance of a Building Permit
2. ____ Obtain copies of all plans
Owner's Agent must complete and attach a [House Plan Request Form](#). Plans will be provided in a .pdf format
3. ____ Request a Comfort Letter (Property Search)
Property Search typically includes date of occupancy, outstanding work orders, zoning information and details on Board of Variance applications. Note: copies of permits or plans are not provided
4. ____ Request an address change
To change a house number: the Owner's Agent must complete and attach an [Owner Request for Property Address Change Form](#)

(1) Registered Owner Name and Signature

Date signed

Phone

E-Mail

(2) Registered Owner Name and Signature

Date signed

Phone

E-Mail

Note: All Registered Owners must sign. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority. If signing on behalf of Strata Council, proof of council membership required.

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your authorization request. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.