



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:

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.
 - 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 on a CD for \$5.00/file.
- Payment is required at the time of order. We accept cash, debit, credit or cheque as forms of payment. Please note that credit card (VISA, MasterCard, American Express) payments will incur a 1.75% convenience charge.

4. Pick Up

- Microfilm orders placed before 12:00pm will be ready at 3:00pm the same day, orders placed after 12:00pm will be ready the following day by 3:00pm. The customer will be called if the deadline cannot be met.
- Records that are accessible and available through the City's computer system may be provided at the time of order.

For further inquiries, please visit us in person at the Information Centre at City Hall during our operational hours or call the Records Department at 604-276-4000.