CITY OF VANCOUVER

COMMUNITY SERVICES GROUP
Licences and Inspections
By-law Administration &
Records Services Branch

APPLICATION TO VIEW/COPY BUILDING PLANS

This Section to be filled out by the Registered Owner of the Property,
or a Member of the Strata Council of the complex.

RE:
(Property Address)

I, _____, am the *Registered Owner ☐
(Print Owner's or Strata Council Member's Name)

OR *a member of the Strata Council ☐ of the above property and am authorizing

_____ to view and/or obtain copies of
(Print Applicant's Name)

any building plans relating to the property held in the City's possession. I am aware

of the applicable fees herein.

……. ……
(Signature of Owner or Strata Council Member) Date

***NOTE:** **An authorization letter on <u>Company Letterhead</u>, signed by the Director/Principal, is required if:**
(a) The registered owner is a Company Limited; or
(b) The authorizing party for a Strata Building is a Property Management Company instead of a member of the Strata Council.

This Section to be filled out by the Applicant accessing the Plans

Applicant's Name: _____
(Please Print)

Address: _____

City: _____

Postal Code: _____

Phone No.: _____

Signature: _____

ID No.: _____

(Attach business card here)

(For Staff Use ONLY)

MI No.: _____
Receipt No.: _____
Paid By: _____
Initial: _____
Date: _____

I request the City to make copies on my behalf and I agree to hold harmless and indemnify the City of Vancouver in respect of any claim that may arise there from. I intend to use these copies for purposes of private study, research, criticism, review or newspaper summary and I understand that any other use may infringe one of more provisions of **The Copyright Act**.

Intials:_____