



**CITY OF COURTENAY**  
**Building Services**  
830 Cliffe Avenue  
Courtenay, BC, V9N 2J7  
Tel: 250-703-4862 Fax: 250-334-4241  
Email: [building@courtenay.ca](mailto:building@courtenay.ca)

# LETTER OF AUTHORIZATION PROPERTY FILE ACCESS

## IMPORTANT INFORMATION

The City receives many requests to pull archive building plans, generally when the owners seeks to carry out extensions or alterations to their property. Other reasons for obtaining a copy of the plans are to provide a copy to a prospective purchaser or real estate agent.

**Please Note:** There may not be any plans available at all, this is not uncommon due to age of buildings, and additions or alterations performed and constructed without the home owner applying for a building permit to carry out that work. The City of Courtenay accepts no responsibility or liability for the accuracy and validity of the information contained within the archived files and copies supplied. The City of Courtenay in consultation with our Lawyers have been advised that providing copies of surveys to the public poses a potential liability, therefore copies of surveys are not obtainable through this office. Registered easements, covenants, rights of ways or other charges can be obtained from the *Land Title Office in Victoria*, or view other options on the *Land Title and Survey Authority of British Columbia* website.

If you are the registered owner of a property, you may view your property file at City Hall through the Development Services Department Building Division upon showing proof of ownership.

**In order to view a property file when you are not the registered owner**, you must have an Agent Authorization form filled out by the owner allowing you access to that file. In the case of a foreclosure, you will require the authorization of the mortgage holder. In the case of a Strata property the authorization letter below must be completed by a signing authority of the Strata Council for the applicable strata property. A letter from the Property Management Company will not be accepted.

Copies of documentation from the file can be provided for a fee (excluding Site Surveys and copy right information as per above).

**Please allow 48 hours notice (not including weekends) when requesting property information.**

Phone requests for information without a signed letter of authorization will not be accepted.

For further information contact the City of Courtenay Building Department by email: [building@courtenay.ca](mailto:building@courtenay.ca) or by phone at 250-703-4862



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## LETTER OF AUTHORIZATION PROPERTY FILE ACCESS

### DESCRIPTION OF PROPERTY FOR FILE ACCESS REQUEST

Property Address:

Legal Description:

Specific records requested to be viewed:

### PROPERTY OR BUSINESS OWNER/STRATA COUNCIL CONTACT:

Name :

Strata Council Position:

Address:

Tel:

Fax:

Email:

I solemnly declare that I am the registered owner of the property and or business

I am a signing authority for the Strata Council of the above mentioned referenced property and hereby confirm that permission has been granted by the Strata Council.

Date:

Signature:

### AUTHORIZATION PROVIDED TO THE FOLLOWING INDIVIDUAL TO REVIEW THE PROPERTY FILE FOR THE ABOVE NOTED PROPERTY FOR FILE ACCESS REQUEST:

Name :

Organization:

Address:

Tel:

Fax:

Email:

Date:

Signature:

PLEASE NOTE: THIS AUTHORIZATION IS VALID FOR **30 DAYS**

### OFFICE USE ONLY:

Date Request Received:

Valid to: