



City of
Burnaby
Building Division
Planning and Development Department
4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7130 Fax: 604-294-7986
www.burnaby.ca/building buildingrecords@burnaby.ca



DATE: _____

APPLICATION TO ACCESS AND COPY BUILDING RECORDS

This form is to be completed in full by the registered owner of the property or by the owners authorized agent.

This will confirm that the following applicant may view and copy permit plans and records for:

Property Address

Applicant Information:

Applicant's Name and Name of Company - if applicable

Address - *if different from project address*

E-mail Address: _____

Phone Number: _____ Cell Number: _____

It is understood that this authorization expires 30 days after the date of submission. This document does not authorize the applicant to undertake work on the property. Property owners remain responsible for control of activities on the property.

- Under Building Bylaw, a lessee with authority to build, is considered an owner. Lessees must provide evidence of such authority.
- The City of Burnaby does not guarantee the accuracy or completeness of the information being provided. The City is not responsible for costs incurred or damages sustained as a result of errors, deficiencies, and/or omissions in the documents.

Digital signatures and docu-signatures are not permitted

Information disclosed pursuant to the Freedom of Information and Protection of the Privacy Act and the Federal Copyright Act.

Applicant's Signature

Date of Submission

Name of Registered Owner/Company

Registered Owner's Signature

Date: _____

STRATA PROPERTY: *(additional authorization required from Strata/Management)*

We, the Strata Council, represent the owner(s) of the above noted property address and hereby consent to viewing and copying of documents pertaining to this property. We understand that authorization for strata properties grants the applicant full access to documents and plans for the entire building/complex.

Name of Strata/Management Signatory

Signature

STRATA PLAN # _____

Date: _____

FOR OFFICE USE ONLY:

AMOUNT:\$ _____

RR# _____ DATE: _____ INITIALS: _____