

AUTHORIZATION TO RELEASE BUILDING PLAN DRAWINGS

Date: _____

I, _____ of _____ authorize
PRINT – Owner's Name Company (if applicable)
_____ of _____ to:

Select which apply:

- View plan(s)
- Copy plan(s)

For the following civic address: _____

Legal Description (if known): _____

Owner's Signature

Owner's Email: _____

Owner's Phone Number: _____

Owner's Mailing Address: _____

Note: If the request is for copies of plans, Planning and Development Services may not be able to copy the plans due to age and size of plans. The cost to have the plan(s) copied by another company will be charged back to the person requesting the plan(s). It is at the department's discretion as to which company will be used for this service.

Copyrighted Plans: If the department has been advised by the owner or authorized agent that building plan(s) are copyrighted, the plan(s) will not be given out or duplicated in any format (electronic image or paper copy).