

## 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)
- Borrow 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).