

Routine Records Release Agent Authorization Form

This records release form is required to be filled out by the listing realtor or agent and home owner, then emailed to inspections@cvrd.bc.ca with a brief description of the request.

Once received, you will be notified if information is available, and when a package is ready for pick at 175 Ingram Street. Due to the *Freedom of Information and Protection of Privacy Act*, these documents will not be sent digitally.

Proof of (ID) and payment (\$25) will be required at the time of pick up. Complex requests may require a formal Freedom of Information request. **CVRD does not accept credit card as payment for records release nor can payment be made over the telephone.**

Cowichan Valley Regional District, Inspections & Enforcement Division, Land Use Services Department
175 Ingram Street, Duncan, BC V9L 1N8, Email inspections@cvrd.bc.ca, Phone 250.746.2610

Owner Declaration:

I/We, the owners of:

civic address of property & PID

Authorize the Cowichan Valley Regional District (CVRD) to release to:

name(s) of person(s) and/or agency requesting plans

Comments:**Owner Authorization:**

Signature of Owner

Print Name

Date

Signature of Owner

Print Name

Date

I/We, the Registered Owner(s) of the above noted property, grant the CVRD permission to provide readily releasable copies of documents from the Building Permit File associated with the above noted civic address or PID.

In accordance with Schedule A of CVRD Building Regulation Bylaw No. 4433, 2023, a \$25 administrative fee is to be paid to the CVRD upon obtaining copies of readily releasable documentation.