

**Routine Building Records Release Form**

This form must be signed by all property owner(s) listed on the Land Title for the subject parcel identified below. A copy of the Land Title may be required to accompany this form. Parcel owned by corporations are required to submit a Corporate Registry Search to accompany this form.

Payment of applicable fees is required prior to the release of any Building File records via email. Once payment is received, Building Permit File reviews will be completed, and documents available for routine release will be provided in a consolidated PDF package by email.

Please note:

- Complex or extensive requests may require a formal Freedom of Information (FOI) application.
- Septic system records are available from **Island Health**.
- Gas and electrical permit records are available from **Technical Safety BC**.
- The CVRD does not maintain records for oil tanks.

**NEW:** Payment can now be made by phone at **250-746-2500** (or in person at the CVRD office). Upon receipt of payment, Building File reviews will be completed, and documents available for release will be emailed in a PDF package within 24 hours to the agent email address specified.

**Owner(s) Declaration:**

**I/We, the owners of:**

Civic Address: \_\_\_\_\_ PID: \_\_\_\_\_

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

Agent Name/  
Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Records  
Release Format: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner(s) Authorization:**

**Owners**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owners**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I/We, the Registered Owner(s) of the property identified above, hereby authorize the Cowichan Valley Regional District (CVRD) to release copies of documents from the building file(s) associated with the specified civic address or Parcel Identifier (PID) to the designated Agent/Agency, either by email or physical delivery.

In accordance with Schedule A of CVRD Building Regulation Bylaw No. 4433, 2023, an administrative fee of \$25 must be paid to the CVRD prior to the release of any Building File documents.