

AUTHORIZATION TO RELEASE INTERIOR BUILDING PLANS TO A THIRD PARTY

PERSONAL INFORMATION COLLECTION NOTICE: The personal information on this form is collected by the City of Prince George for the purpose of releasing interior building plans/drawings to a third party, under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of information, please contact the Privacy Officer at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600 or 311, or by email to privacy.office@princegeorge.ca.

Complete sections 1-3 of the form and have the registered owner or the authorized signatory of the registered owner of the Subject Property date, sign and complete their contact information in section 4.
Return the completed form by email to recordmanagement@princegeorge.ca or in person to 5th Floor, City Hall.

1. Property Owner Information

A. Individual: (Complete this section if the registered owner of the Subject Property is an individual):

I, _____,
Print name of the registered owner of the Subject Property, GO TO section 2 – Property Information.

OR:

B. Business: (Complete this section if the registered owner of the Subject Property is a business, society or strata corporation).

I, _____,
Print the name and title (i.e., director, president, etc.) of the registered owner of the Subject Property. Continue to the next line.

am the authorized signatory/representative of the following business, society or strata corporation:

Print the name of the business, society or strata corporation that owns the Subject Property, GO TO section 2 – Property Information.

2. Property Information: (Civic address of the Subject Property)

I declare that I am the registered owner or authorized signatory of the registered owner of the Subject Property located at:

Print the civic address of Subject Property, then complete section 3 – Authorized Agent.

3. Authorized Agent: (Name of the applicant receiving the interior building plans).

I hereby authorize the City of Prince George to release, or arrange for viewing of a copy of interior plans requested for the Subject Property to:

Print the name of the business* or individual authorized to receive the Subject Property records. GO TO section 4. – Contact Information

4. Contact information: (Signature and contact information of the registered owner (individual) or authorized signatory of the business, society or strata corporation of the Subject Property).

Dated this ____ day of _____, 202____.

Phone number: _____

Email address: _____

Signature of the registered owner /authorized
signatory of the Subject Property

*NOTE: If a business (not an individual) is listed as the Authorized Agent, then the plans may be released or viewed by any employee of that business.