

**Access to Building Permit Records
Authorized Agent Form**



Current Residential Property Owner

I, attest that I am the *current residential property*
Name

owner of the property located at and I assign
municipal address of residential property

Name of Authorized Agent

Name of Company

Phone Number

to act as my *authorized agent* for the purpose of exercising my rights of access under the City of
Ottawa's *Access to Building Permit Records Program* for the above mentioned property.

Please contact me at for any clarification regarding this authorization.
Phone Number

Current Residential Property Owner _____
Signature Date (mm/dd/yyyy)

*Note: This form is valid only for one Access to Building Permit Record Application. Subsequent applications
by an authorized agent will require a new authorized agent form completed by the current residential
property owner.*

For Office Use Only

Signature Date (MM/DD/YYYY)