



**Access to building permit records
Authorized agent form**

Current Residential Property Owner

I, _____ attest that I am the current residential property
(name of property owner)
owner of the property located at _____ and I assign
(Municipal address of residential property)

Name of authorized agent:

Email 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. I acknowledge that use and reproduction of building plans may be subject to the Copyright Act, and I further acknowledge that I intend to use and reproduce the building plans for renovation/maintenance or similar purposes that would grant me an implied copyright license.

I, _____ attest that I am the authorized agent listed Above.
(name of agent)

I acknowledge that the intended use falls within the parameters of the Copyright Board’s standard of implied license, that there is an implied right to a copy of the building plans benefiting the current residential property owner.

Please contact me at _____ for any clarification regarding this authorization.
(phone number)

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

Authorized Agent _____ (Signature) _____ Date (yyyy/mm/dd)

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. Please note this form is not to be used for commercial properties.

For office use only

(Signature) _____ Date (yyyy/mm/dd)