



Town of View Royal - Building Services
45 View Royal Avenue, Victoria, BC. V9B 1A6
Ph. 250.708.2256
buildingpermits@viewroyal.ca

LETTER OF AUTHORIZATION

A Letter of Authorization allows a property owner to authorize a third party to act on their behalf to apply/obtain building permits for construction and view/obtain copies of information regarding the property (if required). Please submit the completed form to buildingpermits@viewroyal.ca or drop off at Town Hall.

Date:	
PROPERTY DESCRIPTION:	
Civic Address:	
Legal Description (if no civic):	Lot(s): Block: Section: Dist: Plan:

REGISTERED OWNER AUTHORIZATION:	
Registered Owner Name(s):	
Company (if applicable):	
Address:	
Phone:	Email:
I/we consent and authorize the representative identified below to apply for and obtain permits for proposed construction at the identified property address, and view and/or obtain copies of information regarding my/our property (if required). I understand proof of ownership may be required as per Section 5.1 of the Freedom of Information & Protection of Privacy Act.	
This signed authorization will remain in effect until the following date:	
Signature:	

REPRESENTATIVE:	
Representative Name:	
Company (if applicable):	
Address:	
Phone:	Email:

This information is collected by the Town of View Royal under the Local Government Act, Community Charter and section 26 of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of administering requests for property information and permits. Should you have any questions about the collection of this personal information please contact the FOI Coordinator, 45 View Royal Avenue, 250-479-6800, info@viewroyal.ca.