



BUILDING PLANS REQUEST FORM

Property Civic Address: _____

Legal Description: _____

Property Owner (s): Please print clearly

Any personal information provided below is collected pursuant to section 26 of the Freedom Information and the Protection of Privacy Act, the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Corporate Officer.

Name		
Address	City & Province	Postal Code
Phone	Email	

Agent Authorization or Strata Approval Letter

- If the subject property is Strata Titled**, then a letter authorizing the Strata President or designate to act on the owner’s behalf would be required at time of submission

Plans for apartments or condo complexes may not contain drawings for individual units. Often, only a typical plan of each floor will be submitted. Suites are usually not identified by their unit number on these typical floor plans, although there may be drawings of specific unit types.
- If you are not the registered owner of the subject property**, please complete page three.



Copyright Acknowledgement (requestor to complete)

I, _____, acknowledge that the request records and/or requested plans for the subject property with the civic address of _____
_____, may be subject to copyright Protection.

I confirm that the records requested are to be used solely for research or private study; that any use of the copy for a purpose other than research or private study may require the authorization of the copyright owner of the work in questions; and that I will not use the records for any purpose that would violate the copyright or moral rights of the author of the records, without the consent of the author.

By signing below, I hereby agree to pay the Service Provider for all copying and handling charges incurred in copying the above requested building plans.

Signature of Requestor

Date



PERMISSION TO ACCESS BUILDING PLAN RECORDS

Complete this section if you are acting on behalf of the Property Owner – Owner **MUST** sign below.

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Please be advised that I/we,

Registered Owner(s)

being the registered owner(s) of

Civic Address

give permission to

Name **Phone Number**

of -----
Company Name if Applicable

email: _____

to view and/or receive copies of the building plans on record for the address listed above.

Owner(s) Signature **Date**

Schedule C – Development Services			
Item	Item Detail	Fee	Fee Description
Property Information Written Reply	Zoning, OCP designation, building permit history	\$50.00	Per property, mailed, electronic or faxed reply; Up to 30 minutes staff time
			Over 30 minutes staff time, refer to Schedule A
Request for Routinely Available Building Plan Records by Property Owner or Owner's Authorized Agent	Application Fee	\$50.00	Per building permit
	Retrieve Plans from Offsite Storage	\$50.00/plan set	Most plans are stored off-site and need to be retrieved
	Scanning and e-mail/file transfer	\$10.00/page	Plans are scanned and private information is redacted before released.
	Printing scanned and redacted plans in-house	\$5.00/page	11 x 17
\$25.00/page		24 x 36	
\$35.00/page		36 x 48	