

REQUEST FOR BUILDING PLANS

Approved building permit plans are kept on digital record in the Permits & Inspections Department.

A Property Owner, an Owner's Agent, or a Strata Corporation may request digital copies of building permit plans by completing and submitting this request form to plans@westvancouver.ca. If the Requestor is an Owner's Agent or Strata Corporation, a *Registered Owner's Authorization Letter* must be submitted along with this request form.

Upon receipt of this form, our office will email the Requestor instructions on how to apply online. After fee payment, the Requestor will receive an email with a link to download the drawings to their device.

Note: Requests are processed by date payment is received and processing times may vary depending on volume of requests.

	Fees
Single family/duplex buildings	\$130 + GST
Commercial and Multi Family Buildings	\$275 + GST Fee may vary depending on the number of drawings on record. Email plans@westvancouver.ca to request a quote.

PROPERTY ADDRESS: _____

OWNER, AGENT OR STRATA CORP: _____
(Submit page 2)

E-MAIL ADDRESS (required): _____
(print clearly)

PHONE NUMBER: _____

SIGNATURE: _____ DATE OF REQUEST: _____

OFFICE USE ONLY	
HP # _____	
BP # _____	
DATE EMAIL SENT FOR PAYMENT: _____	
DATE DOWNLOADED PLANS: _____	

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your permit application. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.