

## 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](mailto: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 pay online. After fee payment, the Requestor will receive an email with a link to download the drawings to their device.

**Note: once our office has received payment, your request may take up to 5 business days to process.**

Fees	
Single family/duplex buildings	\$115 + GST
Commercial and Multi Family Buildings	\$250 + GST Fee may vary depending on the number of drawings on record. Email <a href="mailto:plans@westvancouver.ca">plans@westvancouver.ca</a> 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.*