

REQUEST FOR HOUSE PLANS

The Permits Department is currently scanning all historic Building Permit plans to make available to homeowners or their agents digitally. Upon receipt of the application form and payment (\$115 plus GST for single family/duplex homes) we will provide all permit drawings on record.

Owner or their Agent **must** complete the form and either e-mail to plans@westvancouver.ca. If you are an Agent for the Owner you **must** also include page 2 (signed) "Registered Owner's Authorization Letter"

DATE OF REQUEST: _____

ADDRESS OF PROPERTY: _____

OWNER OR AGENTS NAME: _____
(Submit page 2)

SIGNATURE: _____

E-MAIL ADDRESS: _____ (required)

PLEASE PRINT

PHONE NUMBER: _____

You will be e-mailed instructions on how to pay on-line, after which you will be sent a link to download the drawings to your device.

Note: Allow 5 business days after payment received to process your request.

The fee for commercial or multi-family building plans varies according to the number of drawings available. Generally digital plans for larger buildings are available electronically from \$250 + GST and require approval of the building Owner or Strata Corporation. Send an email in advance to request a quote for these types of plans to plans@westvancouver.ca

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.