



BUILDING DEPARTMENT RESEARCH REQUEST FORM

APPLICANT: Owner Agent (An Authorization to Act as Representative Form must be completed and attached)

Date of Application

Name	Tel
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Address	Fax
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City	Province	Postal Code	E-mail
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Type of Information Requested

FILE DESCRIPTION:

Legal Description

Folio Jur #	Folio #	PID #	Street Address
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Archives Research Procedures

1. The Archives Research Fees prescribed under Schedule A of the Sunshine Coast Regional Administrative Fees and Charges Bylaw No. 627, 2010 shall be paid in advance of all requests for any information contained in the records on file in the archives.
2. The Archives Research Fees are non-refundable.
3. The Archives Research Fees do not apply to active permit files.
4. Any person may request information on permits issued and the status of any inspections completed upon application and receipt of the fee subject to the *Freedom of Information and Protection of Privacy Act*.
5. The owner and his or her representatives may review the files in the presence of the building department staff upon application and receipt of the fee subject to the *Freedom of Information and Protection of Privacy Act*.
6. Copies of the information contained in the records are available to the owner and his or her representatives upon request and receipt of the copying fee subject to the *Freedom of Information and Protection of Privacy Act*.
7. **The SCRD does not make any assurances that the information sought by the Applicant is either contained or complete in any archived files retained by the SCRD. The archive search by the Building Official is limited in scope to the available information contained within the archived files and is NOT based on recent site inspections of the property.**

Requests will be researched in 1 - 5 business days.

I have read and understand the terms of the Archives Research Request form. _____

Signature of Applicant

\$30 Fee Payment to be paid in advance pursuant to fee schedule on reverse

Administrative Fees and Charges

Prices are exclusive of any applicable tax.

1. PRINTED INFORMATION

1.1	Photocopies – single sided, black and white	
	a. 8.5"x11" or 8.5"x14"	\$0.25 per page
	b. 11"x17"	\$0.30 per page
1.2	Microfiche hard copy prints	
	a. 8.5"x11"	\$1.00 per page
	b. 8.5"x14"	\$1.50 per page
	c. 11"x17"	\$2.00 per page
1.3	Planning and Development Publications	
	a. Zoning Bylaw	\$ 5.00
	b. Planning & Development Procedures Bylaw	\$ 5.00
	c. Subdivision Servicing Bylaw	\$ 5.00
	d. Subdivision Servicing Standards (Water & Sewer Manual)	\$20.00
	e. Tree Cutting Permit Bylaw	\$ 5.00
	f. Official Community Plan (Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound, Hillside-Port Mellon or Twin Creeks Area)	\$20.00
	g. Official Community Plan – Egmont/Pender Harbour	
	i. with maps	\$60.00
	ii. OCP only	\$20.00
	h. Reconnaissance Study of Geotechnical Hazards	\$ 5.00
	i. Sechelt Inlets Coastal Strategy	
	i. Bound	\$25.00
	ii. Unbound	\$ 5.00
	j. Electoral Area "A" Lakes Study	\$20.00
	k. Technical Background Reports	\$35.00
1.4	Statement of Financial Information	\$ 5.00
1.5	Copy of BCLS site survey (to registered owner or agent only)	\$15.00
1.6	Lamination of Building Permit Card	\$ 2.00

2. INFORMATION REQUIRING RESEARCH

2.1 Requests for information requiring research into the Regional District's archival records; or for information dating back over two (2) years; or for information requiring more than fifteen (15) minutes to locate, will be charged at the hourly rate of \$30.00 per hour (billable in 15-minute increments after the first hour), plus the applicable photocopying rate if copies are made.

3. MAPPING

3.1	Scan / print to PDF	
	Per page	\$ 2.00
3.2	Scan to paper copy	
	Line drawing per square foot of paper	\$ 1.20
	Full colour drawing per square foot of paper	\$ 4.90
3.3	Plot / print paper copy	
	Line drawing per square foot of paper	\$ 0.85
	Full colour drawing per square foot of paper	\$ 4.20
3.4	Electronic spatial data	
	Line data per hectare of land	\$ 0.06
	Orthophoto per hectare of image	\$ 0.20
3.5	PIMS Web mapping site	
	Single user license per year (January 1 to December 31)	\$250.00
	Multiple user license within one office per year (January 1 to December 31)	\$750.00
3.6	Custom requests and mapping, not including printing	\$ 75.00 per hour
3.7	Shipping and handling fees are charged at cost and are in addition to the fees quoted above.	