



Building Division Research Request

REQUESTOR Owner Agent (Appointment of Agent form must be completed and attached)

Name(s)		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

CIVIC ADDRESS OF PROPERTY

Street Address

LEGAL DESCRIPTION OF PROPERTY

Lot	Block	District Lot	Plan	PID	Folio
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PERMIT INFORMATION REQUESTED:

- Drawings Occupancy Certificate / Final Inspection Notice Inspection Reports Site Plan/Survey
- Other – please be as specific as possible:

REQUEST CONDITIONS

1. The Research Fees prescribed under Schedule A of the *Sunshine Coast Regional Administrative Fees and Charges Bylaw No. 627, 2010* must be paid at time of request.
2. The Research Fees are non-refundable and do not apply to active permit files.
3. Survey and legal plans can be obtained by contacting the Land Title Office: (604) 630-9630 or www.ltsa.ca
4. Copies of the information contained in the records can be made available to the Requestor upon receipt of the associated fee subject to the *Freedom of Information and Protection of Privacy Act*.
5. **The SCRD does not make any assurances that the information sought by the Requestor is either contained or complete in any archived files retained by the SCRD. The archived documents are limited in scope to the available information contained within the archived files and are NOT based on recent site inspections of the property.**

WE STRIVE TO RESEARCH REQUESTS WITHIN 5 BUSINESS DAYS

<input type="checkbox"/> I have read and understand the conditions of the Research Request		
Property Owner(s)/Agent Signature(s):	Print Name:	Date:

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

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