

**BUILDING INSPECTION PROPERTY INFORMATION**

Archived records can be requested with property owner authorization. This request allows access to building permit information that the Regional District of Nanaimo has on file for closed or completed permits.

Legal Description:

Civic Address:

**INFORMATION REQUEST FOR:**

Building Permit for (specify structure)	Occupancy/Final Permit(s)	Site Plan/Survey	Truss Documents
Specific Item Request (limited)	Septic Field Info/Approval	Plans (add'l process time and charges may apply)	

**Section A PROPERTY OWNER REQUEST: Requesting information on my own property**

*I have read and understand the Archived Records Request procedures and terms found on the reverse side of this application and request the documents be forwarded to the email address below*

Print Name of Registered Owner 1: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name of Registered Owner 2: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**If registered property owner is a firm or corporation, complete below.**

**I am a member of the firm or corporation, and I have signing authority on behalf of the firm/corporation.  
Please attach the most recent Corporate Summary.**

Print Name of Firm/Corporation: \_\_\_\_\_ Signing Officer Signature \_\_\_\_\_

Print Title of Signing Officer: \_\_\_\_\_ Contact Telephone No.: \_\_\_\_\_

Owner/Firm/Corporate email address to receive records: \_\_\_\_\_

**Section B THIRD PARTY AUTHORIZATION TO ACT AS REPRESENTATIVE:  
Authorizing Third Party Access to archive records**

*I/We authorize the Regional District of Nanaimo to release archived records for the property described above to the third party named in this section. I have read and understand the Archived Records Request procedures and terms found on the reverse side of this application and request documents be forwarded to email address below.*

Print Name of Authorized Third Party Representative: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ Signature \_\_\_\_\_

**Third Party email address to receive records:** \_\_\_\_\_

Print Name of Registered Owner 1: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name of Registered Owner 2: \_\_\_\_\_ Signature \_\_\_\_\_

Personal information collected on this form is collected for the purposes of processing this building permit application and for administrative and enforcement. The personal information is collected under the authority of the Local Government Act, the Regional District's Building Bylaw and pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act.

## BUILDING INSPECTION ARCHIVED RECORDS REQUEST PROCEDURES AND TERMS

1. Email the completed form to [building@rdn.bc.ca](mailto:building@rdn.bc.ca).
2. The prescribed fees in accordance with Regional District of Nanaimo Building Regulations Fees and Charges Bylaw No. 1595, 2010 shall be paid in advance of all requests for any information contained in the Building Inspection archived records. Please note that not all records are eligible for release under this request.
3. Fees:
  - a. Residential Building record requests per parcel - A base fee of \$100.00 (+ taxes) will apply. Additional charges will apply for copying multiple records or the reproduction of large documents (ie. plans).
  - b. Complex Building record request per parcel – A base fee of \$250.00 (+ taxes) will apply. Additional charges will apply for copying multiple records or the reproduction of large documents (ie. plans).
  - c. Rush Archive Records Requests per parcel (3 working days) – A base fee of \$350.00 (+ taxes) will apply. Additional charges will apply for copying multiple records or the reproduction of large documents (ie. plans).
4. Click link for Credit Card Authorization form [Credit Card Authorization](#).
5. All fees and charges are non-refundable.
6. The release of records by the Regional District of Nanaimo is subject to the provisions of the Freedom of Information and Protection of Privacy Act.
7. The Regional District of Nanaimo does not make any assurances that information sought by the applicant is either contained or complete in any archived records retained by the Regional District of Nanaimo. The records prepared for release by Regional District of Nanaimo staff is limited in scope to the available information contained within the archived files and is not based on recent site inspection of the property.

## IMPORTANT INFORMATION ABOUT THE BUILDING BYLAW

1. The Building Bylaw is enacted for the purpose of regulating construction within the Regional District and to permit the Regional District to carry out limited inspections for the purposes of reducing violations of this Bylaw and the Building Code, which may affect public health or safety. The purpose of this bylaw does not extend
  - a) to the protection of owners or builders from economic loss;
  - b) to the assumption by the Regional District of any responsibility for ensuring compliance by an owner, builder, contractor, architect, engineer or any other person with the Building Code, this Bylaw, or any other applicable enactment;
  - c) to provide to any person a warranty that any building or structure constructed within the Regional District complies with the Building Code, this Bylaw, or any other applicable enactment;
  - d) to provide a warranty that any building or structure constructed within the Regional District is free from latent or any defects.
2. No person shall rely upon any permit issued under this Bylaw as evidence that any work has been carried out or completed in accordance with the Building Code, this Bylaw, or any other enactment or that this Bylaw has been administered or enforced according to its terms.