

Document Request Form

Use the Document Request Form to request copies of documents and drawings related to your property.

To request a document search, please fill out the Document Request Form below and email it to buildingdept@newwestcity.ca

Once we have received the completed form, we will conduct a search for the records and then contact you with a quote and process for obtaining the documents.

Property Address:	
Requestor:	Date:
Phone Number:	Email Address:

The request must be made by either the current registered property owner, or an authorized agent of the owner.

To obtain records requested by an authorized agent a complete Letter of Authorization is required.

To obtain records for strata properties, a Letter of Authorization is required for all requests and must be signed by a sitting member of strata council other than the requestor.

Research Service Fees	
Document Request Fee (non-refundable)	\$22.55 per document (plus GST)
Administration Fee	\$52.50 (plus GST)
All copies (paper and/or digital)	\$1.60 per page (plus GST)

Documents Requested (please check all that apply)	
Plans – specify type, if not all _____	<input type="checkbox"/>

The following documents may only be provided to the current **registered owner** of the property. If the owner is unable to request the information, an FOI request is required to obtain the documents if on record.

Survey Certificate	<input type="checkbox"/>
Building Inspection Reports	<input type="checkbox"/>
Plumbing Inspection Reports	<input type="checkbox"/>
Final Occupancy Certificate	<input type="checkbox"/>
Building Permit(s)	<input type="checkbox"/>
Plumbing Permit(s)	<input type="checkbox"/>
Schedules, Engineer Reports or related correspondence.	<input type="checkbox"/>

****Please Note**** The City cannot guarantee that the requested information will be on file or that documents are complete.

Plans may not be comprehensive, and may not include structural or mechanical drawings. We cannot guarantee that the information you need will appear on the plans. Plans for apartments or condo complexes may not contain drawings for individual units. Often, only a typical plan of each floor will be submitted. Suites are usually not identified by their unit number on these typical floor plans, although there may be drawings of specific unit types.