

## Document Request Form

Use the Document Request Form to request copies of documents and drawings related to your property.  
**Please note** there is a \$21 non-refundable document record search fee for all building records searches.

Research Service	Service Fee Per Document (plus GST)
Copy of Survey Certificate	\$21.00 <input type="checkbox"/>
Copy of Building Inspection Reports	\$21.00 <input type="checkbox"/>
Copy of Plumbing Inspection Reports	\$21.00 <input type="checkbox"/>
Copy of Hydronic Heating Inspection Reports	\$21.00 <input type="checkbox"/>
Copy of Outside Services Inspection Reports	\$21.00 <input type="checkbox"/>
Copy of Final Occupancy Certificate	\$21.00 <input type="checkbox"/>
Copy of Building Permit(s)	\$21.00 <input type="checkbox"/>
Copy of Plumbing Permit(s)	\$21.00 <input type="checkbox"/>
Copy of Tree Permit(s)	\$21.00 <input type="checkbox"/>
Copy of Plans, Schedules, Engineer Reports or any related correspondence.	\$21.00 <input type="checkbox"/>
All copies (paper and/or digital) <b>**Please note</b> – if obtaining copies of documents digitally, please provide staff with a USB key for documents to be transferred onto.	\$1.50 per page <input type="checkbox"/>

**\*\*Please Note\*\*:** The requested information is not guarantee to be on file. Above requested documents are only provided to the **registered owner** of the property. If the owner is unable to request the information, an FOI request is required to obtain the above documents if on record.

### Drawings (Floor Plans) Request

Get permission:

#### **Registered Owners**

- Registered owners can authorize a representative to access plans on their behalf. Authorized representative is required to provide a Letter of Authorization (you may obtain the Letter of Authorization form at the Building counter or on our website at [www.newwestcity.ca](http://www.newwestcity.ca), as we require all authorization to be on our City of New West

form). We do not accept a copy of the Letter of Authorization Form. All Letters of Authorization **must** be **original**.

2. Strata unit owners and their agents need permission from their strata council
3. Bring the required documents, ID and payment (we accept cash, debit or cheque) when you access the plans

**Strata Owners – Reference to below**

1. Letter of Authorization - you may obtain the Letter of Authorization form on our website at [www.newwestcity.ca](http://www.newwestcity.ca) as we require all authorization to be on our City of New Westminster form. We do not accept a copy of the Letter of Authorization Form. Letters of Authorization **must** have the **original signature** (copies will not be accepted).
2. Form must be signed by one of the following:
  - a. Strata council member
3. Your photo ID
4. USB Flash Drive
5. Payment – we accept cash, debit or cheque

Research Services	Service Fee (plus GST)
Administration Fee	\$50.00 <input type="checkbox"/>
All copies (paper and/or digital) **Please note – if obtaining copies of plans digitally, please provide staff with a USB key for drawings to be transferred onto.	\$1.50 per page <input type="checkbox"/>

**\*\* Please Note\*\*** - 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.

**Delivery methods**

To request a document search, please fill out the Document Request Form and email it to [inspections@newwestcity.ca](mailto:inspections@newwestcity.ca) Once we have received the form, we will perform a search for the records and then contact you to provide you with a quote and the process for obtaining the documents.

Property Address: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_