



Request for Routine Release Building Records

This form is for requesting copies of routine release documents that are part of a building permit file. If you are requesting access to another individual's personal information, you may be required to submit a Freedom of Information (FOI) request. Details of a permit are releasable under section 22 (4)(i) of the Freedom of Information and Protection of Privacy Act (FOIPPA). **Please note the retrieval process can take upto 2 weeks.**

APPLICANT INFORMATION

Name(s) of Applicant: _____

Email of Applicant: _____ Phone # of Applicant: _____

PROPERTY INFORMATION

Please provide the details for the property you are requesting building records for:

Civic Address: _____ Property Identifier (PID): _____

Lot: _____ Block: _____ District Lot: _____ Plan: _____

List any permit or reference file number(s), if known:

List original permit owner name, year of build, if known:

DETAILS OF REQUESTED INFORMATION

Select the types of documents you are requesting below:

- | | |
|---|---|
| <input type="checkbox"/> Issued building permit(s) | <input type="checkbox"/> Issued occupancy permit |
| <input type="checkbox"/> Building permit application ¹ | <input type="checkbox"/> Site plans |
| <input type="checkbox"/> Final inspection report | <input type="checkbox"/> Building drawings ² |
| <input type="checkbox"/> Other inspection report(s) (siting & footing, slab, etc) | <input type="checkbox"/> Letter(s) of Assurance |
| <input type="checkbox"/> Issued plumbing permit(s) | <input type="checkbox"/> Other: _____ |

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Building permits to be pulled from offsite storage (BP#/Year):

¹ Personal information removed

² Copyright protected drawings require an FOI request

ADDITIONAL

Certain records must be obtained from a third party authority. For the following types of records, please contact the Agency listed:

Survey Plans Title Certificates Site Plans	Land Title and Survey Authority (LTSA) Suite 900 – 175 2 nd Ave Kamloops, BC V2C 5W1 1-877-577-LTSA (5872) www.ltsa.ca
Septic records	Interior Health Authority (IHA) 333 Victoria St Nelson, BC V1L 4K3 250-505-7200 HPAdminNelson@interiorhealth.ca www.interiorhealth.ca
New Home Registry Information	BC Housing Suite 101 – 4555 Kingsway Burnaby, BC V5H 4V8 1-800-407-7757 www.bchousing.org

RDCK OFFICES

Nelson

Box 590, 202 Lakeside Drive
 Nelson, BC V1L 5R4
 Phone: 250-352-8155
 Toll Free: 1-800-268-7325
buildingdepartment@rdck.bc.ca

Creston

531B, 16 Avenue South
 Creston, BC V0B 1G0
 Phone: 250-428-5717
 Toll Free: 1-833-223-2661
crestonbuilding@rdck.bc.ca

Nakusp

Box 358, 204 6th Avenue NW
 Nakusp, BC V0G 1R0
 Phone: 250-265-4111
 Toll Free: 1-844-817-9096
nakuspbuilding@rdck.bc.ca

Personal information contained in this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose of responding to your request. Questions about collection of your personal information may be referred to:

Privacy Officer
 202 Lakeside Drive, Nelson, BC,
 V1L 5R4,
 250-352-6665,
foi@rdck.bc.ca