

Applicant Registered Owner of property
 Agent (Authorization to Act as Representative section must be completed by the registered owners)

Name of Applicant			Date of Application
Address of Applicant			Telephone
City	Prov	Postal Code	Email Address

Building Inspection Information Requested; a copy of:

Plans (additional process time and charges) Occupancy Permit Site plan/survey
 Septic field information/approval Building Permit Other (please specify):

Property Information

This section must be completed by the applicant. This information can be obtained from the property tax assessment notice or from the local BC Assessment office. Your application cannot be processed without this information.

Legal Description
Civic Address

Authorization to Act as Representative

This section to be completed if the applicant is not a registered owner. If the applicant is not a registered owner and is not named below as having authorization to act as a representative, the information provided by the Regional District of Nanaimo (RDN) will be limited to confirmation of building permits issued for which records are available. The registered owner(s) hereby provides authorization for:

Name of representative (print)

To act as a representative for the registered owner(s) in the matter of the archived records for the property described above. I certify that I/We am/are the registered owner(s) for the property described above.

Name(s) (print)	Signature(s)
Address (print)	Telephone

If the registered owner is a firm or corporation, complete the following:

I am a member of the firm or corporation and I sign this on behalf of the firm or corporation

Name of firm or corporation (print)	Signature
Title of signing officer (print)	Telephone

Declaration

I have read and understand the Archived Records Request procedures and terms found on the reverse of this application.

X Signature of Applicant	Date
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Personal information collected on this form is collected for the purposes of processing this building permit application and for administration 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 Procedures and Terms

1. Email the completed form to 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.
3. A base fee of \$40.00 (+ GST) will apply to all records requests. Additional charges will apply for copying multiple records or the reproduction of large documents (ie: plans). [Click here for a Credit Card Authorization form.](#)
4. All fees and charges are non-refundable.
5. 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*.
6. The Regional District of Nanaimo does not make any assurances that the 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 any 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.