

# BUILDING DEPARTMENT

## PROPERTY INFORMATION RETRIEVAL REQUEST

ALLOW 5 BUSINESS DAYS TO PULL INFORMATION FOR VIEWING, DIGITIZING WILL REQUIRE ADDITIONAL TIME.  
REQUESTS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED.

REQUEST FORMS CAN BE EMAILED TO: [buildingdept@whistler.ca](mailto:buildingdept@whistler.ca) or faxed to 604 935-8149

**CHARGES** (all charges are subject to applicable taxes)

<b>VIEWING</b>	A handling fee of \$14.70 per quarter hour will be charged to vet all documents prior to release.
<b>DIGITIZING</b>	A handling fee of \$14.70 per quarter hour will be charged to digitize microfiche, large plans and documents. Digital documents will be emailed to the owner or authorized requestor.
<b>COPIES</b>	A handling fee of \$14.70 per quarter hour will be charged to print microfiche or large plans. Fees for copies: 8 1/2 x 11 \$0.25 per page    11x17 \$0.50 per page    >11x17 \$14.00 per page

**DATE OF REQUEST**

**PROPERTY ADDRESS**

**REQUESTED BY**

**PHONE NUMBER**

**E-MAIL ADDRESS**

**DOCUMENTS REQUESTED**

ORIGINAL:

- BUILDING PLANS
- OCCUPANCY CERTIFICATE
- SURVEY
- ALL OF THE ABOVE FOR ALL PERMITS
- MOST RECENT DRAWINGS
- OTHER SPECIFIC DOCUMENTS:

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- REQUIRED DOCUMENTATION**
- Owner's authorization if the person requesting documents is not the owner (see page 2)
  - Corporate summary if the owner is a company
  - Court order if the property is in foreclosure

I request the Resort Municipality of Whistler to make copies on my behalf and I agree to hold harmless and indemnify the Resort Municipality of Whistler in respect of any claim that may arise there from. I acknowledge that the records I am requesting are protected by copyright under the federal Copyright Act, pursuant to which unauthorized reproduction of the records are forbidden. Permission of the copyright holder must be obtained prior to any reproduction, dissemination or sale of these records (including the posting of such records on the Internet).

**SIGNATURE** \_\_\_\_\_

**\*\*Note: Staff will contact the applicant when information is available**

**FOR OFFICE USE ONLY**

**PROCESSING**

Tempest	
Microfiche	
Property File	
Alchemy	
Property Binder	
Large Plans	
Vault	
Other	

**COMMUNICATION**




**OWNER'S AUTHORIZATION FORM  
TO REQUEST RESORT MUNICIPALITY OF WHISTLER (RMOW)  
BUILDING DEPARTMENT PLANS AND RECORDS**

The undersigned registered owner "property owner" of land in the Resort Municipality of Whistler

legally described as

\_\_\_\_\_ PROPERTY LEGAL DESCRIPTION

and having a civic address of

\_\_\_\_\_ PROPERTY CIVIC ADDRESS

hereby authorizes and gives  
consent to

\_\_\_\_\_ LEGAL NAME OF AGENT, AGENT ORGANIZATION (If applicable)

- Access the personal information of the property owner contained in the RMOW's Building Department property files in accordance to the *Freedom of Information and Protection of Privacy Act*;
- Access to view and/or obtain copies of the RMOW's Building Department files to the above noted property, including but not limited to:
  - Building Plan(s) (released in accordance to the *Copyright Act*)
  - All permits issued or in progress to the property
  - Communications and correspondence contained in the building file
  - Inspection and survey records (released in accordance to the *Copyright Act*)
  - Home warranty and insurance information
  - Stop work orders and any plan(s) and/or document(s) pertaining to non-conforming space
  - Other (1): \_\_\_\_\_
  - Other (2): \_\_\_\_\_

\_\_\_\_\_ PROPERTY OWNER NAME (PLEASE PRINT)

\_\_\_\_\_ PROPERTY OWNER SIGNATURE

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**Note: If there is more than one property owner registered on title, all owners must complete and submit this form before any records or documents are released to the agent.**

**ADDITIONAL INFORMATION FOR AGENT(S):**

1. A fee may be charged for providing the information requested and may be subject to a formal review by the Legislative Services Department.
2. Information pertaining to bylaws, official community plans, zoning, and subdividing is routinely available by contacting the Planning Department at 604-932-5535 and should not be included in this request.
3. This information is collected by the Resort Municipality of Whistler in accordance with Part 3 Division 8 of the *Community Charter* and the *BC Building Code* and is protected under the *Freedom of Information and Protection of Privacy Act*. Should you have any questions about the collection of this personal information, please contact the Resort Municipality of Whistler, Municipal Clerk/FOI Coordinator 604-932-5535.