

The following is a list of charges applicable for obtaining copies of documentation retained by the City's Building Department. These charges are applicable for all information provided in the following formats; paper, e-mail, electronic (USB to be supplied by client).

Proof of property ownership or a completed [Letter of Authorization - Record Viewing](#) is required at the time information is requested.

Drawings:

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|--|----------|----------|
| • 8 ½ x 11 to 11 x 17 | \$3.50* | per page |
| • Larger than 11 x 17 (i.e. 24" x 36") | \$10.00* | per page |

Site Survey	\$10.00*	per page
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Occupancy Permit	\$10.00*	per page
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Re-Occupancy Permit	\$10.00*	per page
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All other paper work (i.e. truss specs, inspection reports, certificates, etc.)	\$1.00*	per page
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At least 24 hours' notice is required to provide the above noted documentation.

Note: For large file reviews and document reproduction an additional administration fee of \$50.00* plus \$30.00* per hour will be charged. Due to the volume of these files, a minimum two week lead time is required to provide the information.

* All fees and charges noted above are subject to PST & GST.