

Under the provisions of the *Freedom of Information and Protection of Privacy Act* (the Act) some of the documents and drawings created, processed and stored by the Building Department is public information and may be available for viewing and photocopying. This guide explains which of these records may be made available to the public.

## HOW TO ACCESS BUILDING DEPARTMENT RECORDS

### General questions

General questions can often be answered by looking at the information available on the City of Maple Ridge website. Information brochures, forms, reports for the Building Department or located here <http://www.mapleridge.ca/184/Building> with FAQ's located at <http://www.mapleridge.ca/Faq.aspx?TID=16>.

Staff are also available by email at [propertyinfo@mapleridge.ca](mailto:propertyinfo@mapleridge.ca) or by phone at (604) 467-7311, or at the front counter on the first floor of City Hall at 11995 Haney Place with access off of Dewdney Trunk Road.

## VIEWING AND COPYING OF PLANS AND DOCUMENTS

Please complete the "[Letter of Authorization - Record Viewing \(PDF\)](#)" form. File research and copying fees will apply to the following services.

If you require copies of plans or documents relating to a property you can request a file search be done. Staff at the Building Department will search the files and records to determine what information can be released and provided to you. If after viewing the information you require copies of any of the documents or drawings staff can provide electronic copies either by e-mail (this option is limited based on size of documents, Max 10 MB) or on a thumb drive. Paper copies can also be provided.

Should we have records available the city would require a minimum of 48 hours to process the request!

Staff will not calculate square footage or interpret drawings.

If you wish to view plans or documents without the written permission of the property owner, or information that we cannot release, you can complete a "[Freedom of Information & Protection of Privacy Request](#)" form [online](#). Written requests are to be directed to the Clerks Department for processing.

## FILE RESEARCH AND LETTER

Lawyers and notaries acting on behalf of prospective buyers of a property often require a written response to questions about a property. If you require this type of service you can send a request for information to the Building Department by completing the "[Lawyer Letter/Comfort Letter Requests](#)" form.

**PLEASE TURN PAGE OVER** 

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

### ABOUT THE INFORMATION

#### Information Which Can Be Released To the Public

Under Section 22(4)(i) of the Act a disclosure of personal information is **not** an unreasonable invasion of a third party's personal privacy if the disclosure reveals details of a licence, permit or other similar discretionary benefit granted to the third party by a public body. As such staff can routinely release copies of permits, including the following related information:

- the applicant's name
- the name of the person or company to whom the permit was issued
- the name and address of businesses connected with the permit (i.e.: contractor or subcontractor)
- value of construction
- the type of construction being authorized
- site and elevation plans
- if an alternative solution has been approved with respect to construction on the property
- the permit number
- expiry date of the permit
- any fees related to the permit
- inspection results
- date of occupancy
- the nature of outstanding or pending permits
- use of property (e.g. single or multi-family dwelling etc.) heritage status
- if there is a flag on the property relating to environmental or legal concerns
- backflow device requirements
- the location of storm and sanitary sewer connections
- records of permits for oil tanks or oil burning appliances
- ages of buildings (available on our department webpage)
- complaint records including:
  - date of complaint,
  - location of complaint,
  - nature of complaint (a summary of the nature of the complaint can be provided so long as it doesn't identify the complainant directly or indirectly),
  - action taken/outcome, and
  - inspector's name

#### INFORMATION WHICH CAN BE RELEASED ONLY TO THE PROPERTY OWNER

Please use our [“Letter of Authorization” form](#). File research and copying fees may apply to these services.

Real Estate Agents, acting on behalf of the vendor of a property, who can produce a copy of their agreement with the property owner including a statement allowing them to view the information, will also be given access to:

- building floor plans,
- truss drawings,
- letters of assurance,
- BC land survey, and
- inspectors comments and notes

**PLEASE TURN PAGE OVER** 

Individuals, not being the owner requesting access to this information will need written permission from the owner and/or strata council.

### INFORMATION WHICH CANNOT BE RELEASED

We cannot provide personal information supplied in support of the application for the permit such as:

- the names of property owners,
- where a person lives,
- individual applicant's phone number,
- the permit applicant's home address, if it is different from the property to which the permit applies
- how long the owner has owned the property, and
- correspondence files and microfilm containing correspondence and written records are not generally available to the public or the property owner for viewing

Under Subsection 15(1)(l) of the Act, a public body may refuse to disclose information if the disclosure could reasonably be expected to harm the security of any property or system, including a building, a vehicle, a computer system or a communication system. It is our position, that the release of any building floor plans to persons other than the property owner or their representative could jeopardize the security of a property.

Under Section 15(1)(d) and 22(3)(b) the head of a public body may refuse to disclose information if the disclosure could reasonably be expected to reveal the identity of a confidential source of law enforcement information. In the case of a complaint we will not disclose:

- the complainant's name, address or phone number (or other identifying information).
- information relating to files that involve matters before the courts or files that involve an active bylaw investigation

### **INFORMATION WHICH WE DO NOT HAVE:**

The Building Department typically only collects and retains information relating to construction or development on a property. Examples of information that we do not have and cannot provide include:

- criminal uses such as grow ops or drug labs that might have existed on a property (RCMP)
- possible environmental contamination of a site (Engineering or Planning Department)
- construction material that might contain asbestos or toxins (private environmental consultant)
- hazardous conditions such as moulds (private environmental consultant)
- when or if underground tanks have been removed (Fire Department)
- property tax information (Finance Department)
- covenants (Land Title Office)
- easements (Land Title Office)
- details relating to a heritage designation (Planning Department)
- etc.

**PLEASE TURN PAGE OVER** 

The City of Maple Ridge charges fees for the following services:

Item	Fees Charges
File search	\$200.00
File search and letter – single or two family	\$200.00 +
File search and letter – all other buildings	\$200.00 +
Electronic copies, per image	\$5.00
Paper copies 8.5 x 11 to 11 x 17 inch per page	\$3.50
Paper copies larger than 11 x 17 inch per page	\$10.00
Site Survey per page	\$10.00
Occupancy Permit per page	\$10.00
Re-Occupancy Permit per page	\$10.00

*\*\*All fees will be charged according to our current fee schedules.*

### Further Information

If you have any further questions please contact the Building Department via email at [propertyinfo@mapleridge.ca](mailto:propertyinfo@mapleridge.ca) or by phone at 604-467-7311.