



Permits and Inspections Division  
 1 Centennial Square  
 Victoria, BC V8W 1P6

T 250.361.0344  
 E [permits@victoria.ca](mailto:permits@victoria.ca)  
[www.victoria.ca](http://www.victoria.ca)

# Permission to Access City Plans

Owner / Company: \_\_\_\_\_  
PROPERTY OWNER OR COMPANY NAME AS REGISTERED ON TITLE      PHONE      EMAIL

Owner / Company Address: \_\_\_\_\_  
UNIT      NUMBER      STREET      CITY      PROVINCE      POSTAL CODE

Please be advised that I, \_\_\_\_\_,  
REGISTERED OWNER / OFFICER

being the registered owner of \_\_\_\_\_  
CIVIC ADDRESS (INCLUDE UNIT NUMBER FOR STRATA PROPERTIES)

give permission to \_\_\_\_\_  
NAME      PHONE

of \_\_\_\_\_  
COMPANY NAME IF APPLICABLE

to view and request copies of the plans the City has on record for the address listed above.

Owner / Officer's Signature: \_\_\_\_\_  
DATE (D/M/Y)

\_\_\_\_\_  
PRINTED NAME

There is a \$25.00 charge to carry-out the plan search. An email with payment instructions will be sent after your form has been processed. Additional fees apply for copying plans.

<b>OFFICE USE ONLY</b>		PAID <input type="checkbox"/>
		Check Sign-out Sheet & Prospero <input type="checkbox"/>
PULL PLANS FOR:	Land _____	
	Alias _____	
LEGAL USE:	_____	
Building Rolled <input type="checkbox"/>	Building Files <input type="checkbox"/>	Street File <input type="checkbox"/>
Active Plans <input type="checkbox"/>	No Building Plans <input type="checkbox"/>	
Plumbing <input type="checkbox"/>	Folder Number _____	No Plumbing Plans <input type="checkbox"/>