



# DISTRICT OF COLDSTREAM

## APPLICATION TO ACCESS PROPERTY BUILDING FILE(S) FREQUENTLY ASKED QUESTIONS

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### **What are the fees for accessing property building files?**

A fee of \$75 (payment by cheque, cash or debit) is required for Applications to Access Building files. This fee provides a service to research, locate, review, book appointments and to meet with the applicant for file viewing. The Application to Access Property Building File form can be found on the District website under the Community tab or email at [building@coldstream.ca](mailto:building@coldstream.ca) or contact the Building Clerk at (250) 550-1510.

### **What is the timeline for requesting property building file information?**

While the District of Coldstream (District) strives to provide accurate information in a timely manner and ensure the privacy of property owners is protected and copyright regulations are followed, depending on the complexity of searches it can take up to 10 business days to process a request. Requests will be processed in the order in which they are received.

The Building Clerk will contact you to make an appointment to attend the office to review the file contents. Please note that the District may not have all building permit plans or documentation but will inform you of all available information. The District may not have any property and/or building files. The District does not guarantee the accuracy or completeness of the information provided. The District is not responsible for costs incurred or damages sustained as a result of errors, deficiencies, and/or omissions in the documents. Information is disclosed pursuant to the *Freedom of Information and Protection of the Privacy Act* (FIPPA) and the *Federal Copyright Act*.

### **Can I get a 'plot plan' of a certain property?**

No, not from the District of Coldstream. However, copies of records from the Land Title and Survey Authority of British Columbia - such as land titles, documents or plans - can be obtained by using the services of any registry agent in BC (consult [www.bcapra.org](http://www.bcapra.org) or title services in the Yellow Pages), real property lawyer, notary public, or land surveyor. Customers can also order titles to land or strata plans online through the myLTSA Explorer service at [www.ltsa.ca](http://www.ltsa.ca), or call 1-877-577-5872 to learn how to mail records requests along with payment to the LTSA.

### **I'm a Realtor, how can I access the District property building file?**

The District encourages the listing agent to request the information on listed properties for sale. The goal is to have listing agents disseminate the information to prospective buyers and other agents, otherwise the District is fielding the same questions from multiple buyers and this slows down the processing of all requests.

If you are the listing agent, the District recommends you arrange to have the property building file reviewed prior to or immediately upon listing a property.

**How can I access property information from multiple departments?**

If your request requires documents that are not routinely available, your request will be treated as a Freedom of Information request through the Corporate Services Department and will follow the District's FIPPA process.

**Can I get a copy of interior building plan drawings?**

You may request to review the contents of a building permit file by emailing [building@coldstream.ca](mailto:building@coldstream.ca) or by calling the building department at (250) 550-1510 to request the Application to Access Property Building File form; and once completed, to make an appointment with the Building Clerk to view the file. Building plan drawings and survey certificates may be subject to the federal *Copyright Act* and are not routinely available; however, subject to the *Federal Copyright Act* and in accordance with the provincial *Freedom of Information and Protection of Privacy Act*, one copy may be released.

**Are there fees for copies?**

Yes, copy charges will apply as set out in the *Miscellaneous Fees and Charges Bylaw No. 1541, 2008* Schedule "A", which can be found on the District website under Bylaws. Please note that a request for copies will take additional time to process and payment for copies may be requested up front.