

Plan Request

Request for House/Building Plans

Date of Request: _____

*Completion of the "Plan Request – Owner Authorization" form is required for requests made by other than the property owner

Requestor Information:	
Name:	_____
Email Address:	_____
Company Name (if applicable):	_____
Phone Number:	_____
	Cell Phone: _____

Information Requested:	
CIVIC ADDRESS OF PROPERTY: _____	
Building Type:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
Drawings:	<input type="checkbox"/> Structural <input type="checkbox"/> Sprinkler <input type="checkbox"/> Architectural <input type="checkbox"/> Elevations <input type="checkbox"/> Mechanical <input type="checkbox"/> Landscaping <input type="checkbox"/> Electrical <input type="checkbox"/> All drawings on file
<i>Note: Drawings are sent electronically ONLY in PDF format</i>	

FEES (plus taxes):	
❖ Electronic Drawings = \$6.00/page or \$50/set	Non-Active File Review ❖ \$50 discretionary charge based on staff time/number/size of request

Owner Name / Signature:	
Signature of Owner or Company Representative with Signing Authority	

<i>Name of Owner or Company Rep (please print or type)</i>	
_____	_____
<i>Signature of Owner or Company Rep</i>	<i>Date</i>

Send request to: plan.requests@nanaimo.ca

"Freedom of Information and Protection of Privacy Act (FOIPPA): Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250 755 4405 or email foi@nanaimo.ca."