



PLANNING AND DEVELOPMENT DEPARTMENT  
**Request to Access and Copy Building Plans**

PROPERTY ADDRESS (include unit number and building number, if applicable):		"the Property"
NAME OF APPLICANT:		
EMAIL:	PHONE NUMBER:	

I, \_\_\_\_\_, hereby submit an application to access and obtain plans related for the property address. I declare that I am the property's registered owner or acting as an authorized agent ([Authorization Form](#) required). The City of Surrey reserves the right to request proof of identity at any point in the application process.

By completing this form and making payment, I declare that all information provided in the support of this application is true and correct and acknowledge that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Authorization Required for a Non-Strata Property**

- If the Applicant (individual submitting the application to access and copy building plans) is an owner on title for the property, they must sign the declaration above indicating they are the owner of the property;
- OR**
- If the Applicant is not an owner on title for the property, they must submit a complete [Authorization Form](#) with their application.

**Authorization Required for a Strata Property**

- Strata Council Minutes or a Resolution that authorize the Applicant (by name) to access and copy plans;
- OR**
- Signed authorization from the Strata Management Company.
- AND**
- If the Applicant is not an owner on title for the property, they must submit a complete [Authorization Form](#) with their application.

FOR OFFICE USE ONLY				
<b>Type of Plans Requested:</b>	<input type="checkbox"/> Single-Family Dwelling	<input type="checkbox"/> Multi-Family, Commercial, Industrial, or Institutional		
<input type="checkbox"/> MFT/PDF	<input type="checkbox"/> SFD Fee: \$161.00	<input type="checkbox"/> PRINTED PLANS	<input type="checkbox"/> Printed Plans 24 x 36 Fee: # of pages x \$21.56 + \$43.00 search fee	Number of Pages:
	<input type="checkbox"/> COM/IND/RM/INST Fee: \$323.00		<input type="checkbox"/> Printed Plans 11 X 17 Fee: # of pages x \$4.52 + \$43.00 search fee	<b>Total:</b> (plus applicable taxes)
Clerk:	Receipt #:		Payment Type:	
Fees are determined as per the <a href="#">Surrey Building Bylaw 2012, No. 17850</a> <b>Additional fees may apply for a phased strata, a range of addresses, and/or sites with multiple buildings.</b>				

**Disclaimer:** The documents provided are for information purposes only and the City makes no representations or warranties whatsoever, whether express or implied, that the information contained therein is accurate or complete and accepts no responsibility for any loss or damage arising there from or in any way related thereto.

**Collection of Personal Information:** Personal information is collected for the purposes of processing your request to access and copy building plans. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*.