

ARCHIVES RESEARCH REQUEST FORM

APPLICANT: Owner Agent (Inspection report only. Written authorization from the owner is required to view or copy information from the files)

Date of Application

Name				Tel	
Address				Fax	
City	Province	Postal Code	E-mail		
Archives Research Fee Per Site: <input type="checkbox"/> Complex Buildings and Structures: \$250.00 <input type="checkbox"/> Standard Buildings: \$100.00 <input type="checkbox"/> Buildings Containing 1 or 2 Dwelling Units and Other Buildings: \$50.00					
Type of Information Requested					

FILE DESCRIPTION:

Legal Description			
Folio Jur #	Folio #	PID #	Street Address

Archives Research Procedures

1. Effective April 1, 2025 the Archives Research Fees prescribed under Table 17.7 of the Comox Strathcona Regional District Building Bylaw No. 2546, 2003 shall be paid in advance of all requests for any information contained in the records on file in the archives.
2. The Archives Research Fees are non-refundable.
3. The Archives Research Fees do not apply to active permit files.
4. Any person may request information on permits issued and the status of any inspections completed upon application and receipt of the fee subject to the *Freedom of Information and Protection of Privacy Act*.
5. The owner and his or her representatives may review the files in the presence of the building department staff upon application and receipt of the fee subject to the *Freedom of Information and Protection of Privacy Act*.
6. Copies of the information contained in the records are available to the owner and his or her representatives upon request and receipt of the copying fee subject to the *Freedom of Information and Protection of Privacy Act*.
7. **SRD does not make any assurances that the information sought by the Applicant is either contained or complete in any archived files retained by the SRD. The archive report prepared by the Building Official is limited in scope to the available information contained within the archived files and is NOT based on recent site inspections of the property.**

Important Information about the Building Bylaw:

1. The building bylaw was enacted for the purpose of regulating construction within the regional district in the general public interest for the sole purpose of providing a limited and interim spot-checking function for reason of health, safety and the protection of persons and property.
2. It is not contemplated nor intended, nor does the purpose of the bylaw extend to:
 - a) to the protection of *owners*, *owner/builders* or *constructors* from economic loss;
 - b) to the assumption by the regional district or any building official of any responsibility for ensuring the compliance with the building code, the building bylaw or any other enactment with respect to a *building* or *structure*;
 - c) providing any person a warranty of design or workmanship;
 - d) providing any person a warranty that construction is free from latent, or any defects;
 - e) providing any person a warranty that construction is in compliance with the building code, the building bylaw or any other enactment with respect to a *building* or *structure*.
3. No person shall rely upon any permit as establishing compliance with the bylaw or assume or conclude that the bylaw has been administered or enforced according to its terms. The person to whom the permit is issued and his or her representatives are responsible for making such determination.

I have read and understand the terms of the Archives Research Request form.

Signature of Applicant



Agent Authorization Form

DATE			
LEGAL DESCRIPTION	(see Tax Assessment Notice or Certificate of Indefeasible Title)		
Street Name and Number (if known):		City/Town:	

I / WE,	
	Declare that I am / we are the registered owner(s) of the property described above and

PROVIDE AUTHORIZATION FOR:	
	(Name of Agent)

TO ACT AS AGENT IN THE MATTER OF:	To view and obtain copies of all plans and permits
	(list scope of agency representation i.e. building permit, DP, etc. on above property)

Signature of Owner(s)	Date
Signature of Agent(s)	Date