

Property File Copy Requests

Process to acquire copies of City held Documents and Plans.

Purpose

The purpose of this bulletin is to establish the process for property owners and/or their designate to request copies of subdivision, strata, building permit, and planning drawings for a specific property and to outline the requirements, process and fees to view and/or copy civic files and plans. The City of Penticton provides access to property records and information related to properties while ensuring that the privacy of property owners is protected.

There is no guarantee that the City will have plans or records on file for all properties

When accessing plans on behalf of a property owner (e.g. realtor or owner's representative), submit the completed *Request for Property File Information* form at time of the request. A plan search cannot be completed without the owner's permission.

Please Note: A Multiple Listing Contract will *no longer be accepted* as authority for agents to view files.

Submission requirements for building permit plans have changed over time. As a result, some sets of plans are less comprehensive, and may not include various structural or mechanical drawings. We can't guarantee that the information you need will appear on the plans.

Plans for apartments or condo complexes may not contain drawings for individual units. Often, only a typical plan of each floor will be submitted. Suites are usually not identified by their unit number on these typical floor plans, although there may be drawings of specific unit types.

References and Information

Copying

There are additional fees for copying (see chart on following page). If copies of plans are required, they are sent off site to "[B to B Copy](#)" for copying at the client's expense. We are not allowed to copy drawings by a professional architect or engineer due to copyright.

The release of records by the City of Penticton is subject to the provisions of the *Freedom of information and Protection of Privacy Act, the Strata Property Act and Canadian Copyright Act*.

Photocopy Charges	Black & White	Colour
Letter & Legal	\$.32/per page	\$1.05/per page
Ledger – 11 X 17	\$.53/per page	\$1.31/per page
Plotter – over 11 X 17	\$12.00/per page	\$12.00/per page
Comfort Letter	\$250.00 min.	-
Large files	\$35.00 per hour	-

Process

Basic Property File Information:

- Requests to review plans require a minimum 1 business day notice. The person who requested the plans will be contacted when the documents are ready to view. Plans will be available to view between 8:30 a.m. and 4:30 p.m. for one week.
- Survey certificates can be viewed but are copy-righted; therefore, we do not provide copies.

In most cases file information requests over the counter cannot be provided. Please drop off or contact our office in advance by submitting the *Request for Property File Information form*. A staff member will contact you within 1 business day to confirm your request.

Freedom of Information

For more information regarding the Freedom of Information Act please contact the office of the City's Corporate Officer at 250-490-2405.

[Freedom of Information Sheet.pdf \[PDF - 81 KB\]](#)

[FOI Form.pdf \[PDF - 34 KB\]](#)

Please note that the City of Penticton is a depository of public information in both printed and digital form. The source, accuracy and completeness of this information varies. As a result, the City does not warrant in any way the above information including the accuracy or suitability thereof. The user of this information does so at their own risk and should not rely upon the information without independent verification as to the accuracy or suitability thereof. The above information is intended solely for the applicant and may not be relied upon by any other party for any other purpose.

Have questions? We're here to help.

If you have questions pertaining to requesting file information then please contact:

Development Services Department

171 Main St

Penticton BC V2A 5A9

Phone: 250-490-2501

Email: propertyinfo@penticton.ca