

Building plans / house plans are permanent records and are available upon written request to the owner or their authorized agent.

To request plan copies, send an email to building@northcowichan.ca and provide the following information:

- Address of property
- Name and contact information of requestor
- If not the property owner, please include a completed Agent Authorization form in the email request.
- Specify type of copy requested - Digital or Paper
 - Digital copies – no charge
 - Paper copies -\$6.00 per sheet + GST
(cash, cheque and debit accepted – **credit cards not accepted**)

Once plans have been retrieved from storage and scanned or copied, the requestor will be notified that the plans are ready for pickup. In the case of digital copies, a link will be provided where the plans can be accessed and downloaded.

Due to the number of requests being received, please allow 5 to 10 business days for your request to be processed.

