
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, Paper or Both
- Fees
 - Building plan search – Residential (includes digital file for download) \$30 + GST
 - Building plan search – Commercial (includes digital file for download) \$60 + GST
 - Paper copies printed for pick up (architectural size) \$8.00 per sheet + GST

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, plans will be received via email or, if the file size is too large, a file share link will be provided where the plans can be accessed and downloaded to the requestor's own system.

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

Payment Options: cash, cheque, debit or credit card. Please note: A 2.75% convenience fee applies to credit card payments.

