



# Request for Access to Records Freedom of Information & Protection of Privacy

**Please email this request to [corporateservicesdept@rdek.bc.ca](mailto:corporateservicesdept@rdek.bc.ca)**

The Act allows 30 business days for us to respond your request, although we will make every effort to respond sooner when possible.

<b>1) Information About You</b>			
Last Name		First Name	
Organization / Business Name			
Mailing Address (Street, City, Province, Postal Code)			
Day Phone No.	Alternate Phone No.	Email Address	
<b>2) Request Details</b>			
Property Civic Address		PID	
<b>Please check beside the records you are seeking:</b>			
<b>Building Department Records</b>		<b>Other Department Records</b>	
Building Permits (Open & Closed)		Bylaw Contraventions - Unresolved	
Inspection Reports		Development Permits	
Occupancy Report		Development Variance Permits	
Final Inspection Report			
Plot Plans			
House Drawings / Construction Plans			
Truss Certificates			
<b>Additional Records: (Broad statements such as “any and everything” or “all other” documents, are NOT accepted)</b>			
Are you requesting access to another person’s personal information? If yes, please attach as appropriate: a) That person’s signed consent of disclosure, or b) Proof of authority to act on that person’s behalf			Yes  No
<b>Preferred Method of Access:</b>	<b>Email (PDF)</b>	<b>Receive by Mail</b>	<b>Pick Up Copy</b>
<b>Your Signature</b>		<b>Date Signed</b>	

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. For questions or additional information, contact the Corporate Officer at 250-489-2791.