



Thompson-Nicola Regional District

Building Information Request

The Building Information Request (BIR) process is intended to provide information on the status of a property relating to building permit history. When records are available, the BIR will indicate whether building permits have been issued and if inspections have been carried out. It will also identify if a particular project has received an occupancy certificate, or if any building violations are outstanding. BIR's are based solely on existing records. No inspections are performed by the TNRD as part of BIR application.

Processing time

The record search involves both an electronic and physical search for file information which in some cases may be in excess of 20 years old. On average BIR's will be processed and a response forwarded within one week of application submission. This time frame may be affected by unusually busy periods usually in the summer months. It is advisable to submit applications a minimum of one week prior to important transaction dates.

Fees

The fee for each BIR is \$75.00 payable prior to receiving an application response. Payments may be made by cash, cheque or debit card at our Kamloops office. Realtors, Notaries or Lawyers that frequently use the service may also set up a BIR account that will be invoiced monthly.

Who May Apply?

Any person may apply for a BIR for any property located within the electoral areas of the TNRD. Municipalities within the TNRD will have their own process and need to be consulted separately.

What information may be obtained from a file?

Typically, copies of inspection reports, plans, correspondence and notices may be obtained from a file. This information however will only be released to an agent or applicant with the written permission of current registered owner of the property. It is important when requesting information from a file to be very specific. Many files may contain hundreds of documents and a request for "a copy of my file" in most cases is not the intent of a request nor is it necessary. It may also prove to be costly. Oversized plans beyond 11" X 17" will be forwarded to a local printing company for duplication. It will be up to the applicant to pay the company directly prior to receiving the documents.

In cases where design drawings or documents may be subject to copyright issues, applicants will be directed to the source of the documentation such as surveyors, architects or engineers if necessary.

Address and Contact Information:

300-465 Victoria Street, Kamloops, BC, V2C 2A9

Phone: (250) 377-8673

1-877-377-8673 Toll Free in BC

Email: building@tnrd.ca

Website: www.tnrd.ca