External BCA User Guide for

BCA Service (Permit) Extract

Version 1.0

April 29, 2019
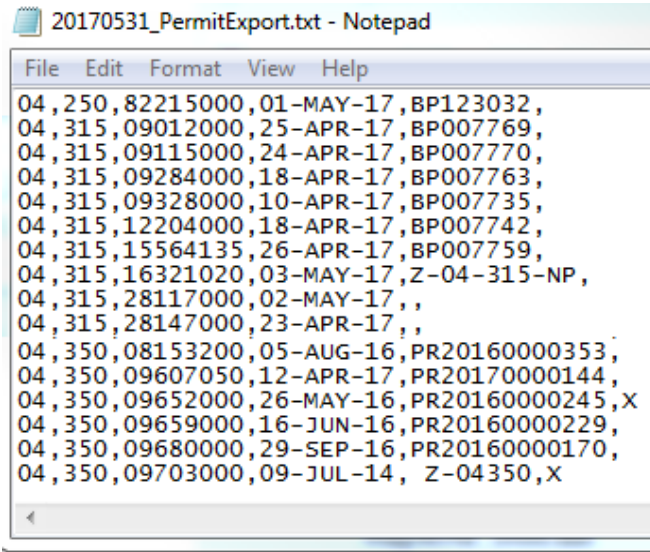
BC ASSESSMENT

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Introduction

The Service (Permit) Extract is run monthly and is in .txt format with comma separated data. The attributes in the left-hand column in the chart below are the appropriate headers to use when importing the data into an excel spreadsheet.

Service (Permit) Extract Data Elements Definition

Attribute	Number of Characters	Description
Area	2	Indicates the Assessment Area in which the property is located. Always a two-digit value (01-27).
Jurisdiction	3	Identifies the code assigned to a municipal or Rural Taxing Jurisdiction. This is the next level down of categorization with a BCA Assessment Area. It is a 3-digit code from 200 – 799.
Roll Number	15	Identifier assigned by a local government (Municipal or Rural) to identify a specific property. May not be unique across the province.
Service Date	8	Formatted as DD-MMM-YY
Permit Number	15	Assigned by the local Taxing Jurisdiction. Will be blank if not available.
Demolition Flag	1	X = yes; blank = no

Sample

Appendix: Importing Delimited files into Excel (Comma delimited format)

Report output generated using the delimited text output format will not retain formatting on some columns unless it is saved first as a text document and then opened in Excel in a specific way.

Since the file extension for the delimited text file is .txt, you will get an opportunity when the file is opened in Excel to set the data types for each of the columns. This will allow you to keep the leading zeroes and formatting in roll numbers and other columns. Here are the steps to follow when opening the file in Excel:

• Outside of the browser, open Excel.

• Click on File / Open and change the Files of Type selection to All Files.

• Navigate to the folder where you saved the file and click on it to open it in Excel.

• On the text import wizard – Step 1 of 3 dialog box, Original Data Type should be Delimited. Leave everything as is and click Next.

• On the Step 2 of 3 dialog box, ensure Comma is selected and leave the other settings as is; then click Next.

• On the Step 3 of 3 dialog box, click on the first column and then scroll over to the last column and shift-Click; then click the Text radio button.

• Click the Finish button.

• Save the file as a Microsoft Excel Workbook (.xls or .xlsx).