

BUILDING PERMIT INFORMATION REQUEST FORM

Please complete this form to specify your building permit information request. Please note that information being requested may be subject to the Freedom of Information and Protection of Privacy Act (FOIPPA).

I AM REQUESTING INFORMATION FOR (Civic Address):

Name:

Email address:

Telephone Number:

ROUTINE INFORMATION

- Occupancy Permit or Final Inspection (no fee)
- Site Survey – Property Location Certificate (no fee)
- External Building Elevation Plans (\$50 fee + copying charges)
- Technical Reports (\$50 fee + copying charges)

INFORMATION REQUIRING THIRD PARTY APPROVAL

Please complete the third party approval authorization at the bottom of the form.

- Building Floor Plans (\$50 fee + copying charges)
- File review meeting (\$50/hr fee)

INFORMATION REQUIRING A COMFORT LETTER

Third party authorization may be needed for the comfort letter request. The comfort letter fee is \$100 paid in advance.

- Suite Legality
- Bylaw Infractions
- Fire Department Issues
- Age of House
- Zoning History
- Building Code Issues
- Building Permit History
- Other (please specify):

Please contact these agencies directly for the following information:

- Home Warranty Insurance on new homes/BC Housing www.bchousing.org
- Gas Permit www.technicalsaftybc.ca/gas-homeowner-permits or call 1-866-566-7233
- Electrical Permit www.technicalsaftybc.ca/electrical-homeowner-permits or call 1-866-566-7233
- Certificate of Title and Related Documents <https://www.ltsa.ca>

AUTHORIZATION FOR THIRD PARTY APPROVAL

I/We, _____, being the current Property Owner of _____ (civic address) authorize _____ (name) to access the Building Permit file for the above noted information. This authorization terminates on _____, 20____.

Signature of Owner(s):

