

**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 (please allow 10-14 days for response)**

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](http://www.bchousing.org)
- Gas Permit [www.technicalsaftybc.ca/gas-homeowner-permits](http://www.technicalsaftybc.ca/gas-homeowner-permits) or call 1-866-566-7233
- Electrical Permit [www.technicalsaftybc.ca/electrical-homeowner-permits](http://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):

The personal information on this form is collected under the general authority of the **Community Charter** and **Freedom of Information & Protection of Privacy Act (FOIPPA)** and is protected in accordance with **FOIPPA**. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or [foi@ladysmith.ca](mailto:foi@ladysmith.ca).

250.245.6415 / [info@ladysmith.ca](mailto:info@ladysmith.ca) / [www.ladysmith.ca](http://www.ladysmith.ca)132 C Roberts Street MAIL PO Box 220, Ladysmith, BC V9G 1A2 GET CONNECTED   

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