

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).

CIVIC ADDRESS:		
Name:		
Email Address:	Telephone Number:	
ROUTINE INFORMATION (please allow up to five business days for a response)		
<input type="checkbox"/> Occupancy Permit for Dwelling Units <i>(no fee)</i>	<input type="checkbox"/> Site Survey - Property Location Certificate <i>(no fee)</i>	
<input type="checkbox"/> Summary of Building Permit History <i>(no fee)</i>	<input type="checkbox"/> Technical Reports <i>(\$50 fee + copying charges)</i>	
<input type="checkbox"/> External Building Elevation Plans <i>(\$50 fee + copying charges)</i>		
INFORMATION REQUIRING THIRD-PARTY APPROVAL (please allow up to five business days for a response) <i>Please complete the third-party approval authorization at the bottom of the form.</i>		
<input type="checkbox"/> Building Floor Plans <i>(\$50 fee + copying charges)</i>	<input type="checkbox"/> File Review Meeting <i>(\$50/hr. fee)</i>	
INFORMATION REQUIRING A COMFORT LETTER (please allow 10-14 days for response) <i>Third-party authorization may be needed for the comfort letter request. The comfort letter fee is \$100 paid in advance.</i>		
<input type="checkbox"/> Building Code Issues	<input type="checkbox"/> Bylaw Infractions	<input type="checkbox"/> Fire Department Issues
<input type="checkbox"/> Age of House	<input type="checkbox"/> Zoning History	
<input type="checkbox"/> Other (please specify): _____		
Please contact these agencies directly for the following information:		
<ul style="list-style-type: none"> • Home Warranty Insurance on new homes/BC Housing www.bchousing.org • Gas Permit www.technicalafetybc.ca/gas-homeowner-permits or call 1-866-566-7233 • Electrical Permit www.technicalafetybc.ca/electrical-homeowner-permits or call 1-866-566-7233 • Certificate of Title and Related documents www.ltsa.ca 		
AUTHORIZATION FOR THIRD PARTY APPROVAL		
I/We, _____, being the current property owner of _____ (address) authorize _____ (name) to access the Building Permit file(s) for the above noted information. This authorization terminates on _____, 20____.		
Signature of Owner(s): _____		
Company name if property owner is a Corporation or Limited Company <i>(please provide Corporate Summary)</i>		

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.

