

Bulletin: Property Information Request

Application Requirements



Bulletin # 18-04
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If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.

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Purpose

A process to provide copies of City documents and plans from the **Building & Permitting branch** regarding a specific property or properties. The City does not guarantee the availability of information for all files.

The City endeavours to provide accurate information for the property file search in a timely manner, and ensures the privacy of property owners is protected and copyright regulations are followed.

Requirements

Provide a completed Property Information Request form (attached), to City Hall or email to developmentsservicesinfo@kelowna.ca

*Requests over the counter will not be accepted.

Owner's Authorization Form signed by the property owner(s).

If the property is a strata, authorization from the Strata Council is also required.

Cost

Building Department records search and retrieval of information are \$100.00 (payable by cash, cheque or debit). Information requests exceeding a standard 2 hour search will require an additional \$30 per hour fee. Fees are to be paid at time of pick up. This process will run as a pilot project from July 15th, 2018 to January 15th, 2019, at a reduced rate of \$50 per property request.

Homeowners requesting information prior to submission of a building permit, can have the \$100 Property Information Request fee applied as a credit towards their building permit fees, with proof of payment.

Requests for general information regarding zoning, site development, and comfort letters must be requested separately through the appropriate department.

PROPERTY INFORMATION REQUEST

Request to copy civic file for list below

DATE:	
Municipal Address(es):	
Legal Description(s):	

Owner's Authorization below to be complete and signed by owner(s) listed on title. Signed real estate contracts with authorization clause will be acceptable.

OWNER AUTHORIZATION/INFORMATION	
Registered Owner(s) Name: <i>(please print)</i>	
Owner/Authorized Signature(s):	
Contact Information	
Address:	
Phone:	
Email:	

STRATA AUTHORIZATION / INFORMATION	
Strata Authorized Name: <i>(please print)</i>	
Strata Authorized Signature(s):	
Strata Council Position:	
Contact Information: Strata Plan #	
Address:	
Phone:	
Email:	

PERMISSION GIVEN TO:	
Name/Company Name: <i>(please print)</i>	
Signature:	
Additional Name: <i>(if applicable)</i>	
Signature:	
Contact Information:	
Address:	
Phone:	
Email:	

Requestor will be notified within 1 to 3 business days. Return time may vary due to the complexity of the property file.

Information to be provided (if available) will include:

- Property overlay
- Primary and secondary uses based on current zoning
- Building floor plans and elevations
- Permits for:
 1. Accessory buildings
 2. Swimming pools
 3. Wood stoves
 4. Gas permits (furnace, hot water tanks, stoves & fireplaces)
 5. Plumbing permits
 6. Secondary suites/ carriage houses
 7. Single Family Dwelling/Survey
- Occupancy permits for:
 1. Main building structure
 2. Accessory structures
 3. Secondary suite /carriage house
- Final inspections for;
 - Swimming pools; Gas permits; Plumbing permits; Wood stoves