

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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What is a property information request?

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.

How do I obtain copies of documents?

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

Property file requests will no longer be processed over the counter.

What do I need to obtain copies of documents?

Owner's Authorization Form signed by the property owner(s). If the property is a strata, authorization from the Strata Council is also required.

What are the costs associated with obtaining property file information?

The fee for a property information request is \$30 an hour. A typical request takes 1.5 hours, totaling \$47.25 with GST included.

Any complex requests requiring additional time beyond the initial 1.5 hours will incur a further \$30 per hour fee. Fees are payable by cash, cheque or debit. Upon receipt of payment, files are sent via CityShare.

In addition, homeowners requesting information prior to submission of a building permit can have the property information request fee applied as a credit towards their building permit fees, with proof of payment.

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;
 1. Swimming pools
 2. Gas permits
 3. Plumbing permits
 4. Wood stoves