

Bulletin: Property Information Request



Application Requirements

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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?

Building Department records search and retrieval of information are payable by cash, cheque or debit. There is a minimum fee of \$30 per property information request. Any complex requests requiring additional time will incur a further \$30 per hour fee. Fees are to be paid at time of pick up.

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.

Requests for general information regarding zoning, site development, taxes or levies 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 (<input type="checkbox"/> Real estate contract attached)	
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 (including occupancy & survey if available) 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
- Final inspections for other permit types including;
 1. Swimming pools
 2. Gas permits
 3. Plumbing permits
 4. Wood stoves
 5. Sign Permits