



# Development Services Division

171 Main St. Penticton BC V2A 5A9

Phone: 250-490-2501

Email: [propertyinfo@penticton.ca](mailto:propertyinfo@penticton.ca)

[penticton.ca](http://penticton.ca)

## Property Information Request Form

|                        |  |                          |  |
|------------------------|--|--------------------------|--|
| <b>Date Requested:</b> |  | <b>Property Address:</b> |  |
|------------------------|--|--------------------------|--|

### Important:

1. Please note all persons (owner/agents/general public) requesting property file information must provide the applicable information listed below.
2. File information will be provided digitally by email, as civic files are not available to be viewed at City Hall.
3. **Requests for property information will be subject to Freedom of Information and Protection of Privacy Act (FOIPPA) reviews and/or have copyright restrictions.**

Submit completed request forms to [propertyinfo@penticton.ca](mailto:propertyinfo@penticton.ca)

| Owner Information:  |            |                  |
|---|------------|------------------|
| 1) Owner Name (please print)  |            | Email:           |
| Owner Signature   |            | Phone:           |
| 2) Additional Owner Name (if applicable)  |            | Email:           |
| Additional Owner Signature  |            | Phone:           |
| 3) If the property is a strata, please provide the following information for a Council member | Name:      | Council Position |
|   | Signature: | Email:           |
|   |            | Phone:           |
| Permission Given To:  |            |                  |
| 1) Name (please print)  |            | Email:           |
| Signature:  |            | Phone:           |
| 2) Additional Name (if applicable)  |            | Email:           |
| Signature:  |            | Phone:           |
| 3) Company Name (if applicable)   |            | Email:           |
| Authorized Signature  |            | Phone:           |

**Records/Information/Research Requested:**

|  |  |  |   |  |  |  |  |
|--|--|--|---|--|--|--|--|
| <input type="checkbox"/>   | <p><b>TYPE 1: Property Information Request &amp; Building Plans</b></p> <p>A <b>minimum of 2 business days is required</b>, however, return time may vary due to the complexity of the property file.</p> <p><b>Residential Single Family Dwelling - Fee \$31.00 + GST</b><br/><b>Commercial or Multi-Family - Fee \$93.00 + GST</b></p> <p>Note: Building Plans are copied by a third-party service and may take longer.</p> <p><b>Information to be provided (if available) will include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Active permits and status</li><li><input type="checkbox"/> Previous permits and occupancy/completion certificates</li><li><input type="checkbox"/> Survey's on file (not all copies of survey's can be released under copyright regulations)</li><li><input type="checkbox"/> Drawings on file (see <i>Property File Drawings Request Bulletin</i> (copyright and Freedom of Information restrictions apply))</li></ul>   |  |   |  |  |  |  |
| <input type="checkbox"/>   | <p><b>TYPE 2: File Research Request (Comfort Letter):</b></p> <p>This request is commonly for <b>Commercial and Multi-Family Buildings</b>. This file research request is typically used for real estate transactions and may also be referred to as a comfort letter request. <b>Preparation times are approximately 3-4 weeks.</b></p> <p><b>Fee \$292.00 + GST for first hour, \$69.00 for each additional hour + GST</b></p> <p>Comfort Letters can be requested through written requests from your legal counsel representative or by checking off <input type="checkbox"/> the items listed below:</p> <table border="0"><tr><td><input type="checkbox"/> Outstanding orders from violations of these bylaws:<ul style="list-style-type: none"><li>• Zoning and Development Bylaw,</li><li>• Penticton Building Bylaw (includes plumbing/mechanical),</li><li>• Good Neighbour Bylaw (property nuisances and vacant building permits),</li><li>• Business Licence Bylaw,</li><li>• Sign Bylaw,</li></ul></td><td><input type="checkbox"/> Approved use of the building or a specific portion,<br/><input type="checkbox"/> Issued permits without final inspection approval,<br/><input type="checkbox"/> Pending permit applications,<br/><input type="checkbox"/> Current business licence,<br/><input type="checkbox"/> Heritage significance,<br/><input type="checkbox"/> Marijuana grow operation records, and,<br/><input type="checkbox"/> Compliance with yard and setback requirements (when you provide recent, sealed survey plan with your request.</td></tr><tr><td><input type="checkbox"/> Current zoning and future zoning as per the OCP</td><td></td></tr><tr><td><input type="checkbox"/> Environmental Assessment or Contamination Records</td><td></td></tr></table> | <input type="checkbox"/> Outstanding orders from violations of these bylaws: <ul style="list-style-type: none"><li>• Zoning and Development Bylaw,</li><li>• Penticton Building Bylaw (includes plumbing/mechanical),</li><li>• Good Neighbour Bylaw (property nuisances and vacant building permits),</li><li>• Business Licence Bylaw,</li><li>• Sign Bylaw,</li></ul> | <input type="checkbox"/> Approved use of the building or a specific portion,<br><input type="checkbox"/> Issued permits without final inspection approval,<br><input type="checkbox"/> Pending permit applications,<br><input type="checkbox"/> Current business licence,<br><input type="checkbox"/> Heritage significance,<br><input type="checkbox"/> Marijuana grow operation records, and,<br><input type="checkbox"/> Compliance with yard and setback requirements (when you provide recent, sealed survey plan with your request. | <input type="checkbox"/> Current zoning and future zoning as per the OCP |  | <input type="checkbox"/> Environmental Assessment or Contamination Records |  |
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| <input type="checkbox"/> Current zoning and future zoning as per the OCP   |  |  |   |  |  |  |  |
| <input type="checkbox"/> Environmental Assessment or Contamination Records   |  |  |   |  |  |  |  |

**Outstanding Bylaw/Building permit issues will require a specific meeting with Development Services staff.** Please email [propertyinfo@penticton.ca](mailto:propertyinfo@penticton.ca) to arrange a meeting.

The City of Penticton does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the City. The records released by City staff are limited to available information contained within the archived files. General information regarding zoning and property assessment information can be accessed through the [City's Map's and Property page](#).

It is understood that this authorization expires 30 days after the date of submission.