



Development Services Division

171 Main St. Penticton BC V2A 5A9

Phone: 250-490-2501

Email: propertyinfo@penticton.ca



Property Information Request Form

Date Requested:		Property Address:	
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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

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:

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TYPE 1: Property Information Request & Building Plans

A **minimum of 3-7 business days is required**, however, return time may vary due to the complexity of the property file.

Residential Single Family Dwelling - Fee \$33.00 + GST

Commercial or Multi-Family - Fee \$99.00 + GST

Note: Building Plans are copied by a third-party service and may take longer.

Information to be provided (if available) will include:

- ☐ Active permits and status
- ☐ Previous permits and occupancy/completion certificates
- ☐ Survey's on file (not all copies of survey's can be released under copyright regulations)
- ☐ Drawings on file (see *Property File Drawings Request Bulletin* (copyright and Freedom of Information restrictions apply))

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TYPE 2: File Research Request (Comfort Letter):

This request is commonly for **Commercial and Multi-Family Buildings**. This file research request is typically used for real estate transactions and may also be referred to as a comfort letter request.

Preparation times are approximately 3-4 weeks.

Fee \$312.00 + GST for first hour, \$73.00 for each additional hour + GST

Comfort Letters can be requested through written requests from your legal counsel representative or by checking off ☐ the items listed below:

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| ☐ Outstanding orders from violations of these bylaws: <ul style="list-style-type: none">• Zoning and Development Bylaw,• Penticton Building Bylaw (includes plumbing/mechanical),• Good Neighbour Bylaw (property nuisances and vacant building permits),• Business Licence Bylaw,• Sign Bylaw, | ☐ Approved use of the building or a specific portion, |
| ☐ Current zoning and future zoning as per the OCP | ☐ Issued permits without final inspection approval, |
| ☐ Environmental Assessment or Contamination Records | ☐ Pending permit applications, |
| | ☐ Current business licence, |
| | ☐ Heritage significance, |
| | ☐ Marijuana grow operation records, and, |
| | ☐ Compliance with yard and setback requirements (when you provide recent, sealed survey plan with your request. |

Outstanding Bylaw/Building permit issues will require a specific meeting with Development Services staff. Please email 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.