



Development Services

171 Main St. Penticton BC V2A 5A9

Phone: 250-490-2501

Email: propertyinfo@penticton.ca

penticton.ca

Request for Property File Information

Request to view and/or copy the Civic File and/or Building Plans for the property listed below.

Please note all persons (owner/agents/general public) requesting property file search information must provide the applicable information listed below. General information regarding zoning and property assessment information can be accessed through the [City's Map's and Property page](#). A minimum of 2 business days notice of request is required to view a file. Requests to view civic files and plans may be sent via e-mail to: propertyinfo@penticton.ca

| | |
|-------------------------|--|
| DATE REQUESTED: | |
| PROPERTY CIVIC ADDRESS: | |

If not the current titled owner, the 'Permission Given To' section below is required to be completed and signed.

Please Note: A Multiple Listing Contract will *no longer be accepted* as authority to view files.

OWNER AUTHORIZATION/INFORMATION:

| | | |
|--|--------|-------------------|
| OWNER/COMPANY NAME: <i>(please print)</i> | | |
| OWNER/AUTHORIZED SIGNATURE: | | |
| ADDITIONAL OWNER NAME: <i>(if applicable)</i> | | |
| OWNER SIGNATURE: | | |
| CONTACT INFORMATION: | EMAIL: | PHONE: |
| STRATA INFORMATION: | NAME: | STRATA PLAN #: |
| | PHONE: | COUNCIL POSITION: |
| AUTHORIZED STRATA SIGNATURE: | | |

PERMISSION GIVEN TO:

| | | |
|--|--------|--------|
| NAME: <i>(please print)</i> | | |
| SIGNATURE: | | |
| ADDITIONAL NAME: <i>(if applicable)</i> | | |
| SIGNATURE: | | |
| COMPANY NAME: <i>(if applicable)</i> | | |
| SIGNATURE: | | |
| CONTACT INFORMATION: | EMAIL: | PHONE: |

RECORDS RESEARCH INFORMATION REQUESTED:

| | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> | <p>TYPE 1: Civic File & Building Plans Viewing: FEE \$26.00 + GST</p> | <p>A minimum of 2 business day notice of request is required to view a file.</p> | | |
| <p>Requestor will be advised when file is ready to be viewed at City Hall.</p> | | | | |
| <p>Specific information/Copies Requested (if known, please check):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Permits and status <input type="checkbox"/> Previous permits and occupancy/completion certificates <input type="checkbox"/> Survey's on file (not all copies of survey's can be released under copyright regulations) <input type="checkbox"/> Drawings on file (see <i>Property File Drawings Request Bulletin</i> – copyright and Freedom of Information restrictions apply) | | | | |
| <p>Note: No person shall remove documents, take photos or trace drawings contained within a property file. Copies of documents can be made upon request. Copying fees may apply.</p> <p>If copies are requested, Development Services will follow up with requestor within 1-2 business days when the copies are ready for pick-up. Building Plans are copied by a third-party service and may take longer.</p> | | | | |
| <input type="checkbox"/> | <p>TYPE 2: File Research Request (Comfort Letters): File Search Letter – FEE \$255.00 +GST for first hour, \$61.00 for any additional hours</p> | | | |
| <p>This file search request is typically used for real estate transactions and may also be referred to as a comfort letter request. This request is normally for Commercial and Multi-Family Buildings. There is usually a two to three week wait time for these reports.</p> | | | | |
| <p><input type="checkbox"/> File search (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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> 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, • Parking Bylaw, <input type="checkbox"/> Current zoning and future zoning as per the OCP </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Approved use of the building or a specific portion, <input type="checkbox"/> Issued permits without final inspection approval, <input type="checkbox"/> Pending permit applications, <input type="checkbox"/> Current business licence, <input type="checkbox"/> Heritage significance, <input type="checkbox"/> Marijuana grow operation records, and, <input type="checkbox"/> Compliance with yard and setback requirements (when you provide recent, sealed survey plan with your request. </td> </tr> </table> | | | <ul style="list-style-type: none"> <input type="checkbox"/> 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, • Parking Bylaw, <input type="checkbox"/> Current zoning and future zoning as per the OCP | <ul style="list-style-type: none"> <input type="checkbox"/> Approved use of the building or a specific portion, <input type="checkbox"/> Issued permits without final inspection approval, <input type="checkbox"/> Pending permit applications, <input type="checkbox"/> Current business licence, <input type="checkbox"/> Heritage significance, <input type="checkbox"/> Marijuana grow operation records, and, <input type="checkbox"/> Compliance with yard and setback requirements (when you provide recent, sealed survey plan with your request. |
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| <p>Specific information relating to future development of a property or outstanding Bylaw/Building permit issues will require a specific meeting with Development Services staff. Please contact the Development Services secretary at 250-490-2501 or propertyinfo@penticton.ca to arrange a meeting.</p> | | | | |
| <p>*Information requests may be subject to Freedom of Information (F.O.I.) reviews and/or have Copyright restrictions. Additional fees for copying may also be charged.</p> | | | | |
| <p>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.</p> | | | | |

It is understood that this authorization expires 30 days after the date of submission. The release of records by the City of Penticton is subject to the provisions of the Freedom of Information and Protection Privacy Act.