



Making a difference...together

crd.ca Phone: 250-360-3230 email: permitquestion@crd.bc.ca

ADDRESS REQUEST APPLICATION FORM

To be completed by Applicant/Owner

DATE:	
FOLIO NUMBER:	PID:
LEGAL DESCRIPTION:	
OWNER NAME:	AGENT NAME:
OWNER ADDRESS:	AGENT ADDRESS:
OWNER PHONE NUMBER:	AGENT PHONE NUMBER:
OWNER EMAIL ADDRESS:	AGENT EMAIL ADDRESS:

ADDRESS REQUEST FOR:

Mobile Home

Verification

New Address

Other

Address Change

Reason if not for a SFD _____

Fees outlined in CRD Bylaw Nos. 4076, 4077 and 4078. All Prices are Exclusive of Any Applicable Tax.		
1.	Issuance of a single civic address for standard residential use.	\$175.00
2.	Issuance of a single civic address for commercial, industrial, retail or multi-tenanted unit.	\$175.00 PLUS \$50.00 for each unit within the single civic address.
3.	Issuance of bulk civic addressing at the time of subdivision.	\$175.00 PLUS \$100.00 for each lot within the subdivision at the time of application.

Information Submitted At Time of Address Request

Application Form

Written authorization from owner giving agent permission to act on their behalf (if required)

Title search

Site plan showing driveway and approximate location of proposed dwelling

If other dwellings on property, their approximate location on the site plan

If using a right-of-way or easement, a plan of proposed signage may be required
(this will identify access for fire and emergency vehicles)

Residential Driveway Access Requirements (to be given for all new driveways)

Payment by cheque, cash or debit.

To be completed by CRD Building Inspection Staff

Driveway access confirmed by site visit

Address assigned

Approved by GIS and Manager Building Inspection

Notification sent to owner and agencies