Address Request Application

Information: crd.ca/building Phone: 250.360.3230 Questions: bpapplication@crd.bc.ca

Date:	
Folio Number:	PID:
Legal Description:	

Agent

Name:	
Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Applicant

Name:	
Mailing Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Owner

Name:	
Address:	
Telephone:	Email:

☐ If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.

Address Request For:

☐ Single Family Dwelling
☐ Mobile Home
☐ Vacant Lot
☐ Address Change
☐ Verification
☐ Other (please specify):_____

This form is for properties within the CRD Electoral Areas; Southern Gulf Islands, Juan de Fuca, and Salt Spring Island. For addressing on Mayne Island and Saturna Island, contact the island's Fire Department.

Information to be Submitted with the Address Request Application:

☐ **Application Form**

☐ **Appointment of an Authorized Agent** form is required when an owner is giving an agent, applicant, architect, or contractor permission to act on their behalf during construction. If there is more than one legal owner, all owners must sign.

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

☐ **Site Plan** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines, and details of site drainage.

☐ **Title Search** is required for all permit applications and must be dated within 30 days of application. Visit LTSA or check here☐ to order for $25.

Submit Application using ZendTo:

(1) Go to 'ZendTo' (no account set-up required).
(2) Click on 'drop-off'.
(3) Add your name, organization, and email. Click 'Send confirmation'.
(4) An email will be sent to you with a link. Click on the link.
(5) Add the recipient 'CRD Building Inspection' and email: bpapplication@crd.bc.ca. Click 'Add and Close'.
(6) Add PDF attachment by selecting 'Click to Add Files or Drag Them Here' and select the PDF from your computer. Once attached the PDF will be listed on the screen.
(7) Click 'Drop-off Files'.
(8) A message will appear on the screen notifying you that 'Your files have been sent successfully'.
(9) Once the CRD has retrieved your PDF file from ZendTo, you will receive a confirmation email.

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.

Payment can be made by cheque, credit card, money order, bank draft, debit, or cash at CRD offices in Victoria, Juan de Fuca, Pender Island, and Salt Spring Island or mailed to:

Capital Regional District
Attention: Building Inspection
625 Fisgard Street
Victoria, BC V8W 1R7

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

Notice of Collection of Personal Information

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this application, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) may be available to the public, either on a routine basis or by request under FOIPPA. If you have questions regarding the collection of personal information on this form, please contact: Building Inspection Manager 250-360-3230 permitquestion@crd.bc.ca.

Limitation of Liability

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings, or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

All building in the CRD Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Signature Required:

_____	_____	_____
Name of Applicant	Signature of Applicant	Date (dd/mm/yyyy)