



Making a difference...together

# ADDRESS REQUEST APPLICATION FORM

CRD Building Inspection 625 Fisgard Street Victoria, BC V8W 2S6 T: 250.360.3230 F: 250.360.3232 Email: binspection@crd.bc.ca
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**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:**

- |   |  |
|---|--|
| <input type="checkbox"/> Mobile Home    | <input type="checkbox"/> Verification                  |
| <input type="checkbox"/> New Address    | <input type="checkbox"/> Other                         |
| <input type="checkbox"/> Address Change | <input type="checkbox"/> 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)
- When on major highways or numbered routes, evidence of access approval the Ministry of Transportation. This can be in the form of a note documenting your conversation. Contact 250.952.4515 for assistance.
- Payment by cheque, cash or debit.

<p><b>To be completed by CRD Building Inspection Staff</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driveway access confirmed by site visit</li> <li><input type="checkbox"/> Address assigned</li> <li><input type="checkbox"/> Approved by GIS and Manager Building Inspection</li> <li><input type="checkbox"/> Notification sent to owner and agencies</li> </ul>
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