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# Address Request Application

Information: [crd.ca/building](http://crd.ca/building)

Phone: 250-360-3230 Questions: [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca)

Date:	
Folio Number:	PID:
Legal Description:	

<b>Owner</b>	
Name:	
Mailing Address:	
Telephone:	Email:
If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.	

<b>Applicant</b>	
Name:	
Mailing Address:	
Telephone:	Email:
<input type="checkbox"/> If different from the Owner, complete and attach <a href="#">Appointment of an Authorized Agent Form</a>	

<b>Agent</b>	
Name:	
Address:	
Telephone:	Email:
<input type="checkbox"/> If different from the Owner, complete and attach <a href="#">Appointment of an Authorized Agent Form</a>	

<b>Address Request For:</b>	
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Verification
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> New Address	
<input type="checkbox"/> Address Change	

## 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)

### 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 link.
- (5) Add recipient "CRD Building Inspection" and email: [bpapplication@crd.bc.ca](mailto: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 at the top of the screen "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, money order, bank draft, debit or cash at CRD offices in Victoria, Juan de Fuca or 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

**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.

**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](mailto:permitquestion@crd.bc.ca).

**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)