Information Request

Information: crd.ca/building   Phone: 250-360-3230 Questions: permitquestion@crd.bc.ca

Your Information:

Name:

Mailing Address:

Telephone: Email:

Documents will be **emailed** to the email address provided.

Property Information:

Address: Postal Code:

Legal Description:

PID:

Additional Documents: I would like to receive copies of:

☐ Permits
☐ Certificate of Occupancy
☐ Building Plans
☐ Site Plan
☐ Land Survey
☐ Inspection Cards
☐ Building Square Footage
☐ Septic Information Records
☐ Sewerage Information Records
☐ Well Report

If you require any other documentation than what is noted above, a **Freedom of Information** request is required.

Payment:

Non-refundable **fee of $300** for up to 200 pages. Large scale paper building plans incur an additional fee equal to the cost of couriering the plans to an external service provider and the cost of copying the plans. Online payment is not available at this time. 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

Processing Times

Requests are processed in the order they are received. A rush service is not offered. Timelines can vary depending on the number of requests received.

Notice of Collection of Personal Information

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this request. 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.

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)