



Permit Information Report

Making a difference...together

Information: crd.ca/building

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

Your Information:

Name:

Mailing Address:

Telephone:

Email:

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

Property Information:

Address:

Postal Code:

Legal Description:

PID:

Payment:

Non-refundable **fee of \$100** per building or structure. Once we receive your request we will advise you of the amount due. Online payment is not available at this time. Payment can then be made by: cheque, money order, bank draft, debit, 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

What is a Permit Information Report?

A Permit Information Report is a summary report of prior building permits for a property and their status. The report includes the permit number, date of issuance and purpose/use for each permit.

Example:

Permit	Issued	Use	Status
#1234	January 1, 2000	Construct Accessory Building	Completed

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 sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this report, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this report, 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.

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)