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# Permit Information Report

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

Phone: 250-360-3230

Questions: [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca)

Date (yy/mm/yyyy)

## 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**. Online payment is not available at this time. Payment can be made by: cheque, credit card, money order, bank draft, debit, cash at CRD offices in Victoria, Juan de Fuca , Pender Island 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](mailto:permitquestion@crd.bc.ca).

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