



PROPERTY INFORMATION REQUEST

Personal information collected on this form is collected for the purpose of requesting property information and providing owner authorization. The personal information is collected under the authority of the *Community Charter and/or Local Government Act* and pursuant to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-294-8157.

1 PROPERTY INFORMATION

CIVIC ADDRESS _____

2 REQUESTER INFORMATION

NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

Are you the property owner? Yes No

SIGNATURE OF REQUESTER

DATE (MM/DD/YYYY)

3 FEES

- No Charge if the requestor is the property owner
- \$15 fee will apply if the requestor is not the property owner

The information provided under this request is only for routinely released property information and all personal information will be redacted under Section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Routinely Released Information:

- Permits: building/plumbing/oil tank/woodstove/right-of-way/etc.
- Certificate of Occupancy

Other information can be obtained from the following providers:

- Covenants and title information: BC Land Titles Office 1-877-577-5872 or <https://ltsa.ca/>
- Assessment information (including year built, legal description, and Parcel ID): BC Assessment 1-866-825-8322 or <https://www.bcassessment.ca/>
- Septic system plans and specifications: Island Health 250-519-3401 or gateway_office@islandhealth.ca
- Gas and electrical permits: Technical Safety BC 1-866-566-7233 <https://www.technicalafetybc.ca/permits>

Please send your completed form by mail, fax, or email to:

City of Colwood 3300 Wishart Road, Victoria BC V9C 1R1 - FAX: 250-478-7516 - EMAIL: info@colwood.ca