

Important: All persons requesting a Property Record Request must provide all applicable information listed below and submit payment prior to the commencement of a search. Once payment has been processed through the Development Services Department, file information will be provided digitally by email within three business days. City of Campbell River (City) files are not available for in-person viewing. Requests for documents are subject to *Freedom of Information and Protection of Privacy Act (FOIPPA)* requirements and copyright restrictions. Requests for commercial/ industrial properties must be accompanied by a Corporate Summary.

DATE OF REQUEST:		PROPERTY ADDRESS:	
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NOTE: Proof of ownership of a numbered company or proof of probate is required if "Owner Name" is not listed on title, i.e. Corporate Summary or Notice of Probate.

OWNER INFORMATION

FULL NAME:		EMAIL:	
SIGNATURE:		PHONE:	
ADDITIONAL OWNER (IF APPLICABLE):		EMAIL:	
ADDITIONAL OWNER SIGNATURE:		PHONE:	

FOR STRATA: complete this section and provide a copy of your Corporate Statement showing the individual named.

MEMBER NAME:		EMAIL:	
COUNCIL POSITION:		PHONE:	
SIGNATURE:			

PERMISSION PROVIDED TO:

FULL NAME:		EMAIL:	
SIGNATURE:		PHONE:	
ADDITIONAL NAME (IF APPLICABLE):		EMAIL:	
ADDITIONAL SIGNATURE:		PHONE:	
COMPANY:		EMAIL:	
AUTHORIZED SIGNATURE:		PHONE:	

Submit completed request forms to DevelopmentServices@campbellriver.ca.

FILE RESEARCH FEES:

RESIDENTIAL SINGLE-FAMILY DWELLING/DUPLEX/TRIPLEX	\$50 PER FILE
COMMERCIAL OR MULTI-FAMILY DWELLING	\$70 PER FILE

Information to be provided (as existent in the property file) will include:

- Active building permits: Folder Details Report
- Complete building permits: Folder Detail Report, Building Plans, Occupancy Certificate, Location Certificate (signed)
- Oil or Septic tank permits

If you are requesting information not listed above, you will need to submit a Freedom of Information request.

There is no charge for non-profit or institutional requests. For more information, visit campbellriver.ca/foi.

The City of Campbell River does not make any assurances that information sought by the applicant is either contained in or complete in any archived records retained by the City. Records released by City staff are limited to available information contained within the archived files and are subject to the *Freedom of Information and Protection of Privacy Act* and copyright restrictions. Any information regarding zoning, building, bylaws, planning, and development that is otherwise publicly available will not be provided.